

316

UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF MICHIGAN

ORIGINAL

ROSS, BROVINS & OEHMKE, P.C.
d/b/a LAWMODE, a Michigan corporation,

Plaintiff,

vs.

LEXIS/NEXIS, a Division of Reed Elsevier
Group, PLC, a British Corporation, and owner
of Matthew Bender & Co., Inc., a New York
corporation, d/b/a Capsoft Development
Corporation,

Defendant.

GIFFORD, KRASS, GROH, SPRINKLE,
ANDERSON & CITKOWSKI, P.C.

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Case No. 03-74474

Honorable Nancy G. Edmunds

Magistrate Judge Steven D. Pepe

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EAST DIST. MICH
DETROIT

OCT 12 P2 01

FILED

**SUPPLEMENTAL BRIEF IN SUPPORT OF LEXISNEXIS' MOTION TO
DISMISS OR, IN THE ALTERNATIVE, FOR SUMMARY JUDGMENT**

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LexisNexis previously demonstrated that the LexisNexis Works are not substantially similar in protectable expression to the LawMode Work. The Court has, however, expressed an even more fundamental concern with LawMode's copyright claim, namely, whether LawMode even has a copyright in the material it claims has been infringed by LexisNexis. For the reasons set forth below, it does not.

I. PLAINTIFF'S HOTDOCS® AUTOMATION OF PUBLIC DOMAIN FORMS IS NOT COPYRIGHTABLE UNDER THE "BLANK FORM DOCTRINE"

LawMode claims a copyright in its HotDocs® automation of public domain forms, that is, the manner in which it used LexisNexis's proprietary software to "express" the dialog boxes that appear to an attorney using plaintiff's product to fill out such forms. That is what its Registration claims and covers, and those particular dialog boxes are what it claims to have deposited with the United States Copyright Office.¹ But there is nothing original in LawMode's dialog boxes.² LawMode's dialog boxes are not copyrightable, whether viewed under the so-called "blank form doctrine," or otherwise.

"Generally, forms, including blank forms, which are intended to be used for recording facts are not the proper subjects of copyright." *M.M. Business Forms Corp. v. Uarco*, 472

¹LawMode's registration certificate is attached as Exhibit A. What LawMode has provided to us as "deposit material" (which we have numbered for ease of reference) is attached as Exhibit B. LawMode claims it also deposited a CD-ROM consisting of its product, but was unable to locate a copy. We have attached CD-ROMs of both the LexisNexis and the LawMode product at Exhibit C. We have to date, despite diligent effort, been unable to obtain from the U.S. Copyright Office the material actually deposited by LawMode. LexisNexis reserves the right to make any additional arguments that may be warranted based on a review of the actual deposit material in the event we are able to obtain it.

²Including, significantly, in those specific dialog boxes that plaintiff claims were infringed by LexisNexis. Because each automated forms product contains hundreds of forms and thousands of individual dialog boxes, and because LawMode's Complaint was not precise as to what exactly LawMode claims has been infringed, LawMode agreed to and did provide examples of forms and dialog boxes it claims "exemplify" the infringement, with the understanding that LexisNexis's motion would be based on those "exemplars." (See Barclay Decl. Exs. 13 & 14; LawMode Appendices 14-35.) LexisNexis thus demonstrated in its motion that there was no substantial similarity of *protectable*

F.2d 1137 (6th Cir. 1973). This so-called “blank form doctrine” arises from *Baker v. Selden*, 101 U.S. 99 (1879), where the Supreme Court held that blank bookkeeping forms were not copyrightable. The doctrine is now codified as part of the copyright regulations set forth at 37 C.F.R. 202.1:

The following are examples of works not subject to copyright . . . (c) Blank forms, such as . . . order forms and the like . . . which are designed for recording information and do not in themselves convey information.

Most courts and commentators recognize, however, that “all forms need not be denied protection simply because many of them failed to display sufficient creativity,” *Kregos v. Associated Press*, 937 F.2d 700, 709 (2d Cir. 1991), and that “copyrightability of blank forms . . . is to be determined solely by reference to the presence of absence of a sufficient amount of expres-sion.” 1 W. F. PATRY, COPYRIGHT LAW AND PRACTICE 332 (6th ed. 1994). Here, LawMode’s forms are not copyrightable precisely because, insofar as any content contributed by LawMode is concerned, they fail to display sufficient creativity. The “deposit material” that LawMode has provided consists predominantly of “samples” of dialog boxes that appear to an attorney using plaintiff’s product to fill out selected Michigan public domain forms.³ Those dialog boxes contain no creative expression. Their “look and feel” is a function of HotDocs® and its default settings,⁴ and the words employed are directly from the public domain forms themselves, are paraphrases of the forms’ language, or are otherwise obvious or prosaic.⁵

The “blank forms” cases make plain that there is nothing about LawMode’s dialog prompts and titles, or the arrangement of its dialogs, that is sufficiently creative to render

expression between LawMode’s automation of those public domain forms and LexisNexis’s automation of those same forms.

³In addition to the dialog boxes, LawMode’s “deposit materials” include (a) a list of forms contained in its product, (b) lists of the variables included in the dialog boxes, and, in some cases, the HotDocs® “script” or programming commands used to create the dialog boxes, and, remarkably (c) a series of dialog boxes labeled “Preferences” (see Ex. B, Tab 2) which appear to be nothing more screen shots showing which of the various HotDocs® default settings LawMode selected. Of course, LawMode cannot claim a copyright in either the HotDocs® programming language, or its defaults (and its registration certificate makes no such claim).

⁴Barclay Decl. ¶14; Suppl. Barclay Decl. ¶4 & Exs. 26-29.

⁵For example, most of the dialog boxes presented to an attorney automating “Answer –Civil” consist of fields for recording such information as “Name,” “Address,” “Telephone,” and “Bar Number.” Perhaps the most “creative” dialog is one which essentially tells an attorney to admit or deny the allegations of the Complaint and state the reasons. (See Ex. B at LM 00028-35.) The remainder of the dialog boxes in the “deposit material” follow or paraphrase the language of the forms or are similarly pedestrian.

copyrightable what are otherwise blank spaces for recording information. In *Advanz Behavioral Management Resources, Inc. v. Miraflor*, 21 F. Supp. 2d 1179, 1186 (C.D. Cal. 1998), the court applied the “blank forms doctrine” to find uncopyrightable a series of forms used for home health care management. Like LawMode’s dialogs, Advanz’s forms contained “a number of fields that were obvious or unavoidable, such as labeled spaces for recording personal data regarding the patient . . . , the type of medical insurance coverage possessed by the patient, and so on.” *Id.* at 1190. And, like LawMode’s dialogs which are to a large degree dictated by the language of the public domain forms themselves, other aspects of Advanz’s forms were “man-dated by state or federal law,” or “suggested by government regulations” *Id.* Moreover, there was “nothing about the appearance, structure, or layout of [Advanz’s] forms that [was] artistic, creative, innovative or distinctive. They simply consist[ed] of labeled blank spaces in which white check marks may be made or information may be recorded,” and it did not matter to the court that there was “arguably at least some ingenuity involved in the labeling, selection, and arrangement of the blank spaces.” *Id.* at 1190-91. LawMode’s dialogs consist of similar spaces, and, in any event, the “appearance, structure, or layout” of the dialogs, and the “arrangement” of the blank spaces, are dictated by HotDocs® default settings,⁶ which are owned by LexisNexis.

At issue in *M.M. Business Forms Corp v. Uarco Inc.*, 472 F.2d 1137 (6th Cir. 1973), were blank forms designed for use by television repairmen. The forms contained spaces for repairmen to describe the repairs requested, the repairs performed, and similar information, and also paraphrased legal language. The Sixth Circuit agreed that the only arguably expressive portions of the form were the paraphrased legal language, and found that even that

⁶See Exhibit B at LM 00025-27 (setting HotDocs® defaults for margins, font and text alignment).

language was not sufficiently original because it did “nothing more than make a mosaic of the language appearing on other existing forms already in the public domain.” “Elementary legal words and phrases are in the public domain [and] no distinguishable variation in any of these simplistic legal arrangements [could] be attributed to the drafter’s own creativity.” *Id.* at 1138-40.

In sum, LawMode has merely used software owned by LexisNexis to “create” so-called “dialog” boxes which automate the completion of forms created by government entities. In doing so, it adopted the language of the form itself or paraphrased the form’s language, and added no other expression that conveys information (apart from, at best, prosaic headings). The “blank forms doctrine” precludes LawMode from claiming a copyright in its “dialog” boxes.⁷

II. PLAINTIFF HAS NOT REGISTERED A COPYRIGHT CLAIM IN ITS “COMPILATION”

In its registration certificate (filed well after release of both the LawMode and LexisNexis products), LawMode claims only a copyright in certain “computer files” which automated public domain forms, and makes no claim to a copyright in any “compilation.”⁸

⁷See also *John H. Harland Co. v. Clarke Checks, Inc.*, 711 F.2d 966, 971-72 (11th Cir. 1983) (plaintiff’s check stub not copyrightable where it did “not convey any information beyond that contained on previously existing check stubs,” and was “merely designed for recording information and does not convey information”); *Matthew Bender & Co., Inc. v. Kluwer Law Book Publishers, Inc.*, 672 F. Supp. 107, 110-11 (S.D.N.Y. 1987) (plaintiff could not claim copyright in forms for recording information regarding personal injury awards which conveyed no information, utilized components that were not original to plaintiff, and employed prosaic column headings, such as “amount” and “jurisdiction”).

⁸The computer files are all that LawMode claims to have “authored,” and the “Nature of Authorship” section of a certificate “defines the scope of the registration.” *Compendium of Copyright Office Practices* (1984) (“Compendium II”) ¶ 619. LawMode purports to have deposited a CD-ROM consisting of the LawMode product, but that does not suffice to register all elements of the CD-ROM. The CD-ROM contains material LawMode does not own, namely, material from HotDocs® (which is copyrighted by LexisNexis and its predecessors, Bender and Capsoft, see Copyright Notices on LawMode product disc and cover page of LawMode “deposit materials” (at Ex. C & Ex. B at LM 00002-04)), and public domain forms. Thus, LawMode was obligated to identify precisely what

Because registration of a copyright claim is a jurisdictional prerequisite to suing for infringement of the material claimed, LawMode's compilation claim must be dismissed. See 17 U.S.C. § 411(a); *Murray Hill Publ'ns, Inc. v. ABC Comm'n's Inc.*, 264 F.3d 622, 630 (6th Cir. 2001); *Thron v. HarperCollins Publishers Inc.*, 64 U.S.P.Q.2d 1221, 1221-22 (S.D.N.Y. 2002) (plaintiff's registration of photos could not be construed as registration of "compilation" consisting of plaintiff's photos and text written and copyrighted by third-party).

CONCLUSION

The Court should grant summary judgment dismissing LawMode's Complaint because LawMode's automation is insufficiently creative to be copyrightable; its registration claimed no copyright in any compilation; and in any event LexisNexis's compilation and dialog boxes are not substantially similar to LawMode's.

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material it authored. See Compendium II ¶ 608 (where works contain elements that are separately owned, separate applications containing "appropriate limiting statements" are required).

ORIGINAL

**UNITED STATES DISTRICT COURT
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Plaintiff,

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Honorable Nancy G. Edmunds

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DETROIT

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PROOF OF SERVICE


JANINE CONROY VAN CLEVE states that on the 12th day of October, 2004, she served a copy of Supplemental Brief in Support of LexisNexis' Motion to Dismiss or, in the Alternative, for Summary Judgment upon:

John G. Posa, Esq.
Gifford, Krass, Groh, Sprinkle,
Anderson & Citkowski, P.C.
280 N. Woodward, Suite 400
Birmingham, Michigan 48009

by enclosing a copy of said document in an envelope addressed to the above individual with postage fully pre-paid and depositing the same in the United States mail, Detroit, Michigan.


Janine Conroy Van Cleve

The signator is known to me and acknowledged the foregoing instrument this 12th day of October, 2004.


Kathleen A. Reichenbach, Notary Public
Wayne County, Michigan
My Commission Expires: 10/31/04

A

11/05/2003

10:48

GIF D KPRSS - BRYN

NO. 563

001

CERTIFICATE OF REGISTRATION



OFFICIAL SEAL

This Certificate issued under the seal of the Copyright Office in accordance with title 17, United States Code, attests that registration has been made for the work identified below. The information on this certificate has been made a part of the Copyright Office records.

Marybeth Peters
 REGISTER OF COPYRIGHTS
 United States of America

FORM TX

For a Literary Work
UNITED STATES COPYRIGHT OFFICE

R/

TX 5-777-049



Date of Deposit

Month Year Day

June 17 2003

LINE IF YOU NEED MORE SPACE, USE A SEPARATE CONTINUATION SHEET

1

TITLE OF THIS WORK

LadefNeade (TM) Automated Michigan Forms

PREVIOUS OR ALTERNATIVE TITLES

2043 Release August 2001 52054-32 84

PUBLICATION AS A CONTRIBUTION If this work was published as a contribution to a periodical, serial, or collection, give information about the collective work in which the contribution appears
 Title of Collective Work

Published as a periodical or serial give
 Title of Periodical
 Year Born
 Year Died

2

NAME OF AUTHOR

a Rose, Brynne & Oehrke P C db/a LawMode

Was this contribution to the work's
 work made for hire?

☐ Yes
☐ No

AUTHOR'S NATIONALITY OR DOMICILE

Name of Country

OR
 Citizens of
 Detached in

DATES OF BIRTH AND DEATH

Year Born

Year Died

WAS THIS AUTHOR'S CONTRIBUTION TO THE WORK

Anonymity?

☐ Yes ☐ No

Pseudonymity?

☐ Yes ☐ No

If the answer to either
 of these questions is
 "Yes," see question
 10.

NATURE OF AUTHORSHIP

Briefly describe nature of material created by this author in which copyright is claimed.

NAME OF AUTHOR

b

Was this contribution to the work's
 work made for hire?

☐ Yes
☐ No

AUTHOR'S NATIONALITY OR DOMICILE

Name of Country

OR
 Citizens of
 Detached in

DATES OF BIRTH AND DEATH

Year Born

Year Died

WAS THIS AUTHOR'S CONTRIBUTION TO THE WORK

Anonymity?

☐ Yes ☐ No

Pseudonymity?

☐ Yes ☐ No

If the answer to either
 of these questions is
 "Yes," see question
 10.

NATURE OF AUTHORSHIP

Briefly describe nature of material created by this author in which copyright is claimed.

NAME OF AUTHOR

c

Was this contribution to the work's
 work made for hire?

☐ Yes
☐ No

AUTHOR'S NATIONALITY OR DOMICILE

Name of Country

OR
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 Detached in

DATES OF BIRTH AND DEATH

Year Born

Year Died

WAS THIS AUTHOR'S CONTRIBUTION TO THE WORK

Anonymity?

☐ Yes ☐ No

Pseudonymity?

☐ Yes ☐ No

If the answer to either
 of these questions is
 "Yes," see question
 10.

NATURE OF AUTHORSHIP

Briefly describe nature of material created by this author in which copyright is claimed.

3

YEAR IN WHICH CREATION OF THIS WORK WAS COMPLETED

2001

This information
 must be given
 in all cases.

DATE AND NATION OF FIRST PUBLICATION OF THIS PARTICULAR WORK

This information
 must be given
 ONLY if this work
 has been published.

Month

August

Day

1

Year

2001

Country

USA

4

COPYRIGHT CLAIMANT(S)

Name and address must be given even if the claimant is the same as the author given in space 2.

Rose, Brynne & Oehrke P C db/a LawMode
 11007 E Camp Haven Rd
 Northport, MI 49670

TRANSFER If the claimant(s) named here in space 4 is (are) different from the author(s) named in space 2, give a brief statement of how the claimant(s) obtained ownership of the copyright.

RECEIVED

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ONE DEPOSIT RECEIVED

JUN 17 2003

TWO DEPOSITS RECEIVED

FUNDS RECEIVED

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NO. 453

503

EXAMINED BY

FORM TX

CHECKED BY

☐ CORRESPONDENCE

Yes

FOR
COPYRIGHT
OFFICE
USE
ONLY

DO NOT WRITE ABOVE THIS LINE. IF YOU NEED MORE SPACE, USE A SEPARATE CONTINUATION SHEET

PREVIOUS REGISTRATION Has registration for this work, or for an earlier version of this work, already been made in the Copyright Office?

☐ Yes ☒ No If your answer is Yes, why is another registration being sought? (Check appropriate box) ✓a. ☐ This is the first published edition of a work previously registered in unpublished form.b. ☐ This is the first application submitted by this author as copyright claimant.c. ☐ This is a changed version of the work as shown by space 6 on this application.

If your answer is Yes, give Previous Registration Number ✓

Year of Registration ✓

DERIVATIVE WORK OR COMPILATION Complete both space 6a and 6b for a derivative work; complete only 6b for a compilation.

a. Preexisting Material Identify any preexisting work or works that this work is based on or incorporates. ✓

Approx. 500 forms published by the State of Michigan for its (a) State Court Administrative Office (b) Dept. of Treasury

b. Material Added to This Work Give a brief, general statement of the material that has been added to this work and on which copyright is claimed. ✓

Using HotDocs (TM) computer software created component files (ending in .cmp) which automated all forms (except Real Estate

— space deleted —

REPRODUCTION FOR USE OF BLIND OR PHYSICALLY HANDICAPPED INDIVIDUALS A signature on this form in space 10 and a check in one of the boxes here in space 11 constitutes a non-exclusive grant of permission to the Library of Congress to reproduce and distribute solely for the blind and physically handicapped and under the conditions and limitations prescribed by the regulations of the Copyright Office: (1) copies of the work identified in space 1 of this application in Braille (or similar tactile symbols) or (2) phonorecords embodying a fixation of a reading of that work; or (3) both.

a. ☐ Copies and Phonorecordsb. ☐ Copies Onlyc. ☐ Phonorecords Only

Any exceptions.

DEPOSIT ACCOUNT If the registration fee is to be charged to a Deposit Account established in the Copyright Office, give name and number of Account.

Name ✓

Account Number ✓

CORRESPONDENCE Give name and address to which correspondence about this application should be sent. Name/Address/Apt/City/State/ZIP ✓

John G. Poas

101 N Main St. Suite 800

Ann Arbor, MI 48104

Area Code and Telephone Number

734 913-8300

CERTIFICATION I, the undersigned, hereby certify that I am the

Check only one: ✓

☐ author☐ other copyright claimant☐ owner of exclusive right(s)☒ authorized agent of Ross, Brovins & Gehrmis P.C. d/b/a LawMode

Name of author or other copyright claimant, or owner of exclusive right(s) ✓

of the work identified in this application and that the statements made by me in this application are correct to the best of my knowledge.

Typed or printed name and date ✓ If this application gives a date of publication in space 3, do not sign and submit it before that date.

John G. Poas

date June 25, 2003

Handwritten signature ✓

MAIL
CERTIFI
CATE TO

Name ✓

John G. Poas

Name/Address/Apt/City/State/ZIP ✓

101 N Main St. Suite 800

City/State/ZIP ✓

Ann Arbor, MI 48104

Certificate
will be
mailed in
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envelopeCopyright © 2003
Library of Congress1. This form is for use in applications for copyright registration only.
2. Applications for copyright registration must be filed in the Copyright Office, Library of Congress.
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5. Applications for copyright registration must be filed in the Copyright Office, Library of Congress.

11/05/2003

10:48

GIFTS KRASS - SPM

004

CONTINUATION SHEET FOR APPLICATION FORMS

- This Continuation Sheet is used in conjunction with Forms CA/P, PA, SR, SR-TX, and VA only. Indicate which basic form you are continuing in the space in the upper right hand corner.
- If it is at all possible, try to fit the information called for into the spaces provided on the basic form.
- If you do not have space enough for all the information you need to give on the basic form, use this continuation sheet and submit it with the basic form.
- If you submit this continuation sheet, clip (do not tape or staple) it to the basic form and fold the two together before submitting them.
- Part A of this sheet is intended to identify the basic application.
Part B is a continuation of Space 2.
Part C (on the reverse side of this sheet) is for the continuation of Spaces 1, 4, or 6.

FORM TX /CON
UNITED STATES COPYRIGHT OFFICE

RE TX 5-777-049



PA PAU SR SRU SRU TX TXU VA VAU

EFFECTIVE DATE OF REGISTRATION

(Month) June 17 2003
CONTINUATION SHEET RECEIVED

JUN 17 2003

Page 3 of 4 pages

DO NOT WRITE ABOVE THIS LINE FOR COPYRIGHT USE ONLY

IDENTIFICATION OF CONTINUATION SHEET This sheet is a continuation of the application for copyright registration on the basic form submitted for the following work:

- **TITLE** (Give the title as given under the heading "Title of this Work" in Space 1 of the basic form.)

A

Identification
of
Application

LawMode (TM) Automated Michigan Forms

- **NAME(S) AND ADDRESS(ES) OF COPYRIGHT CLAIMANT(S)** (Give the name and address of at least one copyright claimant as given in Space 4 of the basic form.)

Rose Brovny & Oshun P.C. d/b/a LawMode

NAME OF AUTHOR ▼

DATES OF BIRTH AND DEATH

Year Born ▼ Year Died ▼

B

Continuation
of Space 2

Was this contribution to the work a work made for hire?

- ☐ Yes
- ☐ No

AUTHOR'S NATIONALITY OR DOMICILE
Name of Country

OR { Citizen of ► _____
Domiciled in ► _____

WAS THIS AUTHOR'S CONTRIBUTION TO THE WORK

Anonymous? ☐ Yes ☐ No
Pseudonymous? ☐ Yes ☐ No

NATURE OF AUTHORSHIP Briefly describe nature of material created by this author in which copyright is claimed ▼

NAME OF AUTHOR ▼

DATES OF BIRTH AND DEATH

Year Born ▼ Year Died ▼

C

Was this contribution to the work a work made for hire?

- ☐ Yes
- ☐ No

AUTHOR'S NATIONALITY OR DOMICILE
Name of Country

OR { Citizen of ► _____
Domiciled in ► _____

WAS THIS AUTHOR'S CONTRIBUTION TO THE WORK

Anonymous? ☐ Yes ☐ No
Pseudonymous? ☐ Yes ☐ No

NATURE OF AUTHORSHIP Briefly describe nature of material created by this author in which copyright is claimed ▼

NAME OF AUTHOR ▼

DATES OF BIRTH AND DEATH

Year Born ▼ Year Died ▼

D

Was this contribution to the work a work made for hire?

- ☐ Yes
- ☐ No

AUTHOR'S NATIONALITY OR DOMICILE
Name of Country

OR { Citizen of ► _____
Domiciled in ► _____

WAS THIS AUTHOR'S CONTRIBUTION TO THE WORK

Anonymous? ☐ Yes ☐ No
Pseudonymous? ☐ Yes ☐ No

NATURE OF AUTHORSHIP Briefly describe nature of material created by this author in which copyright is claimed ▼

Use the reverse side of this sheet if you need more space for continuation of Spaces 1, 4, or 6 of the basic form.

11/05/2003

10:49

GIFFO KRASS + BART

NO. 563

005

CONTINUATION OF (Check which) ☐ Space 1 ☐ Space 4 ☒ Space 5

C
Continuation
of other
Spaces

8a (Con't)

(c) Dept. of Consumer & Industry Services certain IRS forms

8b (Con't)

IRS Forms) in this work created additional forms represented by computer files ending in .wpd .dot and .tpl created library list of forms with descriptions represented by computer files Mspfmhd.hdl and Mspfmhw.hdl

MAIL
TO

Name *

John G. Posa

Name/Address *

101 N Main St Suite 600

Channahon, IL

Ann Arbor, MI 48104

Certificates
will be
mailed in
window
envelope

Complete by returning to:
See your instructions

1. Return to:
A. Subscriptions Dept. (if you are
a member of a library group)
B. Public & Regular of Copyrights

2. Return to:
Library of Congress
Washington, D.C. 20540-0001

D
Address for
return of
certificates

A large, handwritten capital letter 'B' in black ink, centered on the page. The letter is formed with a single continuous stroke, starting from the top, curving down to the left, then looping back to the right to complete the letter.

LAW OFFICES

**GIFFORD, KRASS, GROH, SPRINKLE,
ANDERSON & CITKOWSKI, P.C.**

PATENT, TRADEMARK AND COPYRIGHT PRACTICE

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THOMAS E. ANDERSON (3)
RONALD W. CITKOWSKI
JUDITH M. RILEY
JULIE A. GREENBERG
DOUGLAS J. McEVoy
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October 1, 2004

Our File No. RBO-10070/29

Mr. Bruce Boyden
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Suite 800
Washington, DC 20036-2396

Via Fedex

Re: Ross, Brovins & Oehmke, PC vs. Lexis/Nexis
Case No. 03-74474

Dear Mr. Boyden:

Enclosed please find the copyright deposit material for the above-referenced matter.

Very truly yours,

John G. Pose

/slh
Encl.

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- 4. Circuit Court**
- 5. Landlord-Tenant Evictions**
- 6. Claim and Delivery**
- 7. Garnishment**
- 8. Corporations**

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CIVIL LITIGATION

CHECKLIST: Civil Litigation

Complaint

Amendment to Pleading
 Complaint (Detailed)
 Complaint (Simple) (SCAO--MC 01a)
 Dismissal (SCAO--MC 09)
 Suspension of Fees/Costs, Affidavit and Order

(SCAO--MC 20)

Service of Process

General Civil

Summons (SCAO--MC 01)
 Summons, Petition and Order for 2nd

(SCAO--MC 01b)

Personal Service on Prisoner and Affidavit

(SCAO--MC 273)

Alternate Service, Motion and Verification
 for (SCAO--MC 303)

Alternate Service, Order for Mail, Tacking,
 Delivery (SCAO--MC 304)

Alternate Service, Order for
 Publication/Posting (SCAO--MC 307)

Family Division

Proof of Service/Non-Service (SCAO--JC

12a)

Proof of Service/Non-Service (SCAO--JC

12b)

Publication of Hearing (SCAO--JC 32)

Alternate Service, Motion for [SCAO--JC

46]

Alternate Service, Order for [SCAO--JC 47]

Motions & Orders

Deposit Funds with Clerk

Deposit Funds with Court Clerk, Order to

(SCAO--CC 05)

Release Funds, Order to (SCAO--CC 18)

Security for Costs, Order for (SCAO--MC 305)

Motions & Orders

Accommodations, Request for (SCAO--MC 70)

Adjournment, Order for (SCAO--MC 309)

Answer to Motion or Petition

Bankruptcy, Motion/Order to Reopen Case After

(SCAO--MC 301)

Bench Warrant, Petition and (SCAO--MC 229)

Compel Disclosure or Discovery, Motion to

Consolidation, Motion/Order for (SCAO--CC

08)

Default and Order, Motion to Set Aside

(SCAO--DC 99)

Disqualification/Reassignment, Order of

(SCAO--MC 264)

Motion, form of a (Complex)

Motion & Notice of Hearing (Simple)

(SCAO--CC 326)

Order or Judgment (Complex)

Order (Simple), Form of an (SCAO--CC 327)

Sanctions, Motion for

Show Cause, Motion and Order to (SCAO--MC

230)

Strike Pleading or Paper, Motion to

Subpoena, Order to Appear and/or Produce

(SCAO--MC 11)

Substitution of Attorneys (SCAO--MC 306)

Summary Disposition, Motion for

Venue, Order for Change of (SCAO--MC 316)

Requests for Hearing

Notice of Hearing - Circuit Court (SCAO--FOC

7)

Notice or Renote of Hearing

Request for Hearing on Motion (SCAO--CC

325)

Request for Hearing - Macomb County

Request for Hearing - Oakland County

Request for Hearing - Wayne County

Entry of Order-Circuit Court

Notice of Hearing to Enter Order (SCAO--FOC

53)

--Instructions for FOC 53 (SCAO)

Notice to Enter Order Without Hearing

(SCAO--FOC 54)

--Instructions for FOC 54 (SCAO)

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--Instructions for FOC 78 (SCAO)

Witness & Exhibit Lists

Exhibit List

Witness List

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Amendment to Pleading

Answer to Complaint with Affirmative Defenses

(Complex)

Answer to Complaint (Simple) (SCAO--DC 03)

Appearance of Attorney (SCAO--MC 02)

Counterclaim or Cross-Claim

Discovery

Deposition on Oral Examination

Court Reporter, Letter to

Deposition Letters
 Medical Information, Authorization for Release
 of (SCAO--MC 315)
 Notice of Deposition
 Subpoena, Order to Appear and/or Produce
 (SCAO--MC 11)
 Interrogatories
 Answer to Interrogatories
 Interrogatories - Re: Responsive Pleading
 Interrogatories - Affirmative Defenses
 Interrogatories - Expert Witnesses
 Interrogatories - General
 Interrogatories - Trial Witnesses & Exhibits
 Request Documents, Things or Entry Upon Land
 Answer to Request
 Medical Information, Authorization for Release
 of (SCAO--MC 315)
 Request for Entry Upon Land for Inspection and
 Other Purposes
 Request for Production of Documents - Assets &
 Liabilities
 Request for Production of Documents - Generic
 Request for Admission
 Answer to Request for Admission
 Request for Admission
 Alternative Dispute Resolution
 Civil Mediator Application (SCAO--MC 281a)
 Case Evaluation
 Order for Case Evaluation (SCAO--MC 30)
 Case Evaluation Notice (SCAO--MC 31)
 Notice of Case Evaluation &
 Acceptance/Rejection of Award -- (SCAO--MC 32)
 Notice of Acceptance/Rejection of Case
 Evaluation Award (SCAO--MC 33)
 Case Evaluation Application (SCAO--MC 34)
 Mediation/Case Evaluation Summary
 Mediation/Case Evaluation Letter to Client
 Acceptance/Rejection Letter to ADR Clerk
 Mediation
 Order for Mediation (SCAO--MC 274)
 Motion to Remove Case from Mediation
 (SCAO--MC 276)
 Order on Motion to Remove Case from
 Mediation (SCAO--MC 277)
 Motion to Modify Order for Mediation
 (SCAO--MC 278)
 Stipulation for Mediation (SCAO--MC 279)
 Mediation Status Report (SCAO--MC 280)
 Mediation/Case Evaluation Letter to Client
 Acceptance/Rejection Letter to ADR Clerk
 Judgment, Default & Offers
 Default & Default Judgment
 Default, Application, Entry and Affidavit
 (SCAO--MC 07)
 Default Request, Aff't, Entry & Judgment (Sum
 Certain) (SCAO--MC 07a)
 Default and Order, Motion to Set Aside
 (SCAO--DC 99)
 Offer of Judgment

Offer or Counteroffer of Judgment
 Reply to Offer of Judgment
 Civil Judgment
 Civil Judgment (SCAO--MC 10)
 Order or Judgment (Complex)
 CHECKLIST: Contingent Fee Calculator
 Foreign Judgment, Affidavit and Notice of Entry
 of (SCAO--MC 62)
 Satisfaction of Judgment (SCAO--MC 17)
 Taxation of Costs (SCAO--MC 24)

General

Affidavit
 Attorney Fee Agreement
 Blank Pleading (SCAO--MC 04)
 Client Intake Form
 Cover Sheet (SCAO)
 Cover Sheet for Judge's Copy
 Cover Sheet for pleading or paper
 Proof of Mailing (SCAO--MC 302)
 Release and Settlement Agreement
 Letters
 Clerk of the Court
 Client
 Conveyance Letters
 Court Reporter, Letter to
 Deposition Letters
 Letter to whomever
 Mediation Award Letter to Client
 Opposing Trial Counsel

CLAIM AND DELIVERY

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 Complaint - Claim and Delivery (SCAO--MC
 35) [NEW]
 Bond - Claim and Delivery (SCAO--MC 38) [NEW]
 Answer to Complaint, Counterclaim/Cross-Claim
 Amendment to Pleading
 Answer to Complaint with Affirmative Defenses
 (Complex)
 Answer to Complaint (Simple) (SCAO--DC 03)
 Appearance of Attorney (SCAO--MC 02)
 Counterclaim or Cross-Claim
 Service of Process
 Summons (SCAO--MC 01)
 Summons, Petition and Order for 2nd
 (SCAO--MC 01b)
 Personal Service on Prisoner and Affidavit
 (SCAO--MC 273)
 Alternate Service, Motion and Verification for
 (SCAO--MC 303)
 Alternate Service, Order for Mail, Tacking,
 Delivery (SCAO--MC 304)
 Alternate Service, Order for Publication/Posting
 (SCAO--MC 307)
 Possession Pending Judgment & Judgment
 Default, Application, Entry and Affidavit
 (SCAO--MC 07)
 Motion-Poss. Pending Judgment - Claim and

Delivery (SCAO--MC 36) [NEW]
 Order of Possession Pending Judgment
 (SCAO--MC 37) [NEW]
 Judgment - Claim and Delivery (SCAO--MC 39)
 [NEW]
 General
 Affidavit
 Attorney Fee Agreement
 Blank Pleading (SCAO--MC 04)
 Client Intake Form
 Cover Sheet (SCAO)
 Cover Sheet for Judge's Copy
 Cover Sheet for pleading or paper
 Proof of Mailing (SCAO--MC 302)
 Release and Settlement Agreement

CONCEALED WEAPON LICENSE

Requests for Hearing
 Notice of Hearing - Circuit Court (SCAO--FOC
 7)
 Notice or Renote of Hearing
 Request for Hearing on Motion (SCAO--CC
 325)
 Request for Hearing - Macomb County
 Request for Hearing - Oakland County
 Request for Hearing - Wayne County
 Appeal-Denial of Concealed Weapon License
 (SCAO--CC 79)
 Order-Appeal on Concealed Weapon License
 (SCAO--CC 80)

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CHECKLIST: Incorporation Timetable
 Client Intake Form
 Articles of Incorporation
 Articles of Incorporation, Prof. Serv. Corp.
 (C&S 501)
 Articles of Incorporation, Profit Corp. (C&S
 500)
 Articles of Incorporation, Restated Profit Corp.
 (C&S 510)
 Cert. of Amendment - Profit & Nonprofit (C&S
 515)
 Cert. of Abandonment of Amendment (C&S 517)
 Certificate of Correction (C&S 518)
 Assumed Names
 Appl'n for Rev. of Corp. Name (C&S 540)
 Appl'n for Regis. of Corp. Name (C&S 545)
 Cert. of Assumed Name (C&S 541)
 Cert. of Term. of Assumed Name (C&S 543)
 Certificate of Correction (C&S 518)
 Bylaws and Incorporator Minutes
 Minutes: 1st Incorporator Meeting
 --Billing and Transmittal - Minutes: 1st
 Incorporator Meeting
 Bylaws
 --Billing and Transmittal - Bylaws
 Contracts

Promissory Note
 Retainer Agreement
 Internal Revenue Service
 Application for Taxpayer Identification Number
 (IRS Form SS-4)
 Election by a Small Business Corporation (IRS
 Form 2553)
 --Instructions: Election by a Small Business
 Corporation (IRS 2553)
 Letter to Client - Application for FEIN
 Letter to IRS conveying IRS SS4 Application to
 IRS
 Power of Attorney (IRS Form 2848)
 Letters & General
 Client Intake Form
 Client Letter
 CPA Annual Audit Letter from Attorney
 Michigan CS&LD Bureau Letter
 Michigan Dept. of Treasury
 Letter to Michigan CS&LD Bureau
 Power of Attorney (MDT/MESA 151)
 Registration for Michigan Taxes (MDT/MESA
 518)
 --Instructions & Registration Booklet : Michigan
 Business Taxes
 Taxpayer Account and Filing Information
 (C-3479)
 Property Transfers (Real & Personal)
 Bill of Sale
 Deed (Real Estate)
 --Billing and Transmittal -- Deed
 Property Transfer Affidavit
 Registered Office & Resident Agent
 Profit Corporation Information Update
 Certificate of Change of Registered
 Office/Resident Agent (C&S 520)
 Resignation of Resident Agent (C&S 521)
 Certificate of Appointment of Resident Agent
 (C&S 522)
 Certificate of Correction (C&S 518)
 Annual Information Updates
 Profit Corporation Information Update
 Professional service Corporation Information
 Update (C&S 2500w)
 Professional Service Corporation List of
 Shareholders (C&S 314)
 Shareholder & Board of Directors
 Minutes: First Shareholder Meeting
 --Billing and Transmittal - Minutes: First
 Shareholder Meeting
 Minutes: Shareholders or Board
 --Billing and Transmittal - Minutes: Shareholders
 or Board
 Shareholder Written Consent
 Stock Share Certificate
 Stock Repurchase Agreement

CRIMINAL LAW

Infectious Disease Testing

Petition for Testing of Infectious Disease
(SCAO-MC 72)

Notice of Hearing - Pet. for Testing of Infectious
Disease (SCAO-MC 73)

Order-Hearing on Petition for Testing of
Infectious Disease (SCAO-MC 74)

Appearance of Attorney (SCAO-MC 02)

Order Regarding Extradition (SCAO MC 270)

Demand/Waiver for Transcript of Preliminary
Examination (SCAO-MC 208)

Work, Order for Release for or to Seek (SCAO-FOC
8)

DEBT COLLECTION

CHECKLIST: Debt Collections

Small Claims Court

Affidavit & Claim, Small Claims (SCAO--DC
84)

--Instructions - Collecting - Small Claims
Judgment (SCAO DCI 84)

Default, Application, Entry and Affidavit
(SCAO--MC 07)

Judgment - Small Claims (SCAO--DC 85)

Appearance of Attorney (SCAO--MC 02)

Removal, Demand & Order for (SCAO--DC 86)

Complaint

Complaint (Simple)

Complaint for Debt Collection (Complex)

Dismissal (SCAO--MC 09)

Service of Process

Summons (SCAO--MC 01)

Summons, Petition and Order for 2nd
(SCAO--MC 01b)

Personal Service on Prisoner and Affidavit
(SCAO--MC 273)

Alternate Service, Motion and Verification for
(SCAO--MC 303)

Alternate Service, Order for Mail, Tacking,
Delivery (SCAO--MC 304)

Alternate Service, Order for Publication/Posting
(SCAO--MC 307)

Answer & Counterclaim

Amendment to Pleading

Answer to Civil Complaint (Simple)

Answer to Complaint with Affirmative Defenses
(Complex)

Appearance of Attorney (SCAO--MC 02)

Counterclaim or Cross-Claim

Discovery

Deposition on Oral Examination

Court Reporter, Letter to

Deposition Letters

Medical Information, Authorization for

Release of (SCAO--MC 315)

Notice of Deposition

Subpoena, Order to Appear and/or Produce
(SCAO--MC 11)

Interrogatories

Answer to Interrogatories

Interrogatories - Re: Responsive Pleading

Interrogatories - Affirmative Defenses

Interrogatories - Expert Witnesses

Interrogatories - General

Interrogatories - Trial Witnesses & Exhibits

Request Documents, Things or Entry Upon Land

Answer to Request

Medical Information, Authorization for
Release of (SCAO--MC 315)

Request for Entry Upon Land for Inspection
and Other Purposes

Request for Production of Documents -
Assets & Liabilities

Request for Production of Documents -
Generic

Request for Admission

Answer to Request for Admission

Request for Admission

Motions & Orders

Deposit Funds with Clerk

Deposit Funds with Court Clerk, Order to
(SCAO--CC 05)

Release Funds, Order to (SCAO--CC 18)

Security for Costs, Order for (SCAO--MC
305)

Entry of Order-Circuit Court

Notice of Hearing to Enter Order
(SCAO--FOC 53)

--Instructions for FOC 53 (SCAO)

Notice to Enter Order Without Hearing
(SCAO--FOC 54)

--Instructions for FOC 54 (SCAO)

Objection to Proposed Order (SCAO--FOC
78)

--Instructions for FOC 78 (SCAO)

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(SCAO--FOC 7)

Notice or Renote of Hearing

Request for Hearing on Motion (SCAO--CC
325)

Request for Hearing - Macomb County

Request for Hearing - Oakland County

Request for Hearing - Wayne County

Motions & Orders

Accommodations, Request for (SCAO--MC
70)

Adjournment, Order for (SCAO--MC 309)

Answer to Motion or Petition

Bankruptcy, Motion/Order to Reopen Case
After (SCAO--MC 301)

Bench Warrant, Petition and (SCAO--MC
229)

Compel Disclosure or Discovery, Motion to
Consolidation, Motion/Order for
(SCAO--CC 08)

Default and Order, Motion to Set Aside
(SCAO--DC 99)

Disqualification/Resignment, Order of (SCAO--MC 264)

Motion, form of a (Complex)

Motion & Notice of Hearing (Simple) (SCAO--CC 326)

Order or Judgment (Complex)

Order (Simple), Form of an (SCAO--CC 327)

Removal, Demand & Order for (SCAO--DC 86)

Sanctions, Motion for

Show Cause, Motion and Order to (SCAO--MC 230)

Strike Pleading or Paper, Motion to

Subpoena, Order to Appear and/or Produce (SCAO--MC 11)

Substitution of Attorneys (SCAO--MC 306)

Summary Disposition, Motion for

Venue, Order for Change of (SCAO--MC 316)

Alternative Dispute Resolution

Civil Mediator Application (SCAO--MC 281a)

Case Evaluation

Order for Case Evaluation (SCAO--MC 30)

Case Evaluation Notice (SCAO--MC 31)

Notice of Case Evaluation &

Acceptance/Rejection of Award -- (SCAO-MC 32)

Notice of Acceptance/Rejection of Case

Evaluation Award (SCAO-MC 33)

Case Evaluation Application (SCAO-MC 34)

Mediation/Case Evaluation Summary

Mediation/Case Evaluation Letter to Client

Acceptance/Rejection Letter to ADR Clerk

Mediation [REVISED]

Order for Mediation (SCAO--MC 274)

Motion to Remove Case from Mediation (SCAO--MC 276)

Order on Motion to Remove Case from

Mediation (SCAO--MC 277)

Motion to Modify Order for Mediation (SCAO--MC 278)

Stipulation for Mediation (SCAO--MC 279)

Mediation Status Report (SCAO--MC 280)

Mediation/Case Evaluation Letter to Client

Acceptance/Rejection Letter to ADR Clerk

Judgment, Default & Offers

Default & Default Judgment

Default, Application, Entry and Affidavit (SCAO--MC 07)

Default Request, Afft, Entry & Judgment

(Sum Certain) (SCAO--MC 07a)

Default and Order, Motion to Set Aside (SCAO--DC 99)

Offer of Judgment

Offer or Counteroffer of Judgment

Reply to Offer of Judgment

Civil Judgment

Civil Judgment (SCAO--MC 10)

Order or Judgment (Complex)

Foreign Judgment, Affidavit and Notice of

Entry of (SCAO--MC 62)

Satisfaction of Judgment (SCAO--MC 17)

Taxation of Costs (SCAO--MC 24)

Garnishment

Final Statement on Garnishment of Periodic

Payments (SCAO--MC 48)

Garnishee Disclosure (SCAO--MC 14)

Garnishment Release (SCAO--MC 50)

Guide to Garnishment of Periodic Payments (SCAO--P-01)

Objections to Garnishment and Notice of

Hearing (SCAO--MC 49)

Order on Objections to Garnishment (SCAO--MC 51)

Req./Writ for Garnishment (Income Tax

Refund/Credit) (SCAO--MC 52)

Req./Writ for Garnishment (Nonperiodic) (SCAO--MC 13)

Req./Writ for Garnishment (Periodic) (SCAO--MC 12)

Installment Payments

Motion for Installment Payments (SCAO--MC 15)

Order Regarding Installment Payments (SCAO--MC 15a)

Order Setting Aside Installment Payment Order (SCAO--MC 16a)

Petition to Set Aside Installment Payment Order (SCAO--MC 16)

Execution Against Property

Discharge of Notice of Levy on Real Estate

--Billing and Transmittal - Discharge of Notice

of Levy on Real Estate

Execution Against Property (SCAO--MC 19)

Notice of Execution Against Property

--Billing and Transmittal - Notice of Execution

Against Property

Notice of Levy on Real Estate

--Billing and Transmittal - Notice of Levy on

Real Estate

Notice of Lis Pendens

--Billing and Transmittal - Notice of Lis Pendens

Notice of Sale, Affidavit of Posting/Publication

Notice of Sale of Real Estate

--Billing and Transmittal - Notice of Sale of Real

Estate

Release of Lis Pendens

--Billing and Transmittal - Release of Lis

Pendens

General

Affidavit

Affidavit of Judgment Debtor (SCAO--DC 87)

Appearance of Attorney (SCAO--MC02)

Attorney Fee Agreement

Blank Pleading (SCAO--MC 04)

Client Intake Form

Cover Sheet (SCAO)

Cover Sheet for Judge's Copy
 Cover Sheet for pleading or paper
 Proof of Mailing (SCAO--MC 302)
 Release and Settlement Agreement

Letters

Clerk of the Court
 Client
 Conveyance Letters
 Court Reporter, Letter to
 Deposition Letters
 Garnishee Defendant
 Letter to whomever
 Opposing Trial Counsel

DOMESTIC RELATIONS [REVISED]

CHECKLIST: Divorce Timetable

Personal Protection Order [REVISED]

Petition for PPO - Adult (Domestic Relationship)
 [REVISED]

Petition for PPO Against Adult (SCAO--CC
 375)

--Instructions for CC 375 (SCAO)

Notice of Hearing on Petition for PPO
 (SCAO--CC 381)

--Instructions for CC 381 (SCAO)

PPO - Domestic Relationship (SCAO--CC
 376) [REVISED]

--Instructions for CC 376 (SCAO)

[REVISED]
 Order Denying/Dismissing PPO Petition
 (SCAO--CC 383)

Proof of Service/Oral Notice Re: PPO
 (SCAO--CC 386)

Petition for PPO - Adult (Nondomestic
 Relationship) [REVISED]

Order Denying/Dismissing PPO Petition
 (SCAO--CC 383)

Petition for PPO Against Stalking
 (SCAO--CC 377)

--Instructions for CC 377 (SCAO)

Notice of Hearing on Petition for PPO
 (SCAO--CC 381)

--Instructions for CC 381 (SCAO)

PPO Against Stalking (SCAO--CC 380)

[REVISED]

--Instructions for CC 380 (SCAO)

[REVISED]

Proof of Service/Oral Notice Re: PPO
 (SCAO--CC 386)

Petition for PPO - Minor [REVISED]

Petition for PPO Against Minor (SCAO--CC
 375m)

--Instructions for CC 375m (SCAO)

Notice of Hearing on Petition for PPO
 (SCAO--CC 381)

--Instructions for CC 381 (SCAO)

PPO Against a Minor - Domestic
 Relationship (SCAO--CC 376M) [REVISED]

--Instructions for CC 376M (SCAO)

[REVISED]

Petition for PPO Against Stalking by a
 Minor (SCAO--CC 377M)

--Instructions for CC 377M (SCAO)

PPO Against Stalking by a Minor -
 Nondomestic (SCAO--CC 380M) [REVISED]

--Instructions for CC 380M (SCAO)

[REVISED]

Order Denying/Dismissing PPO Petition
 (SCAO--CC 383)

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 (SCAO--CC 386)

Order to Take/Place Into Temporary
 Custody (SCAO--JC 05)

Order-Prelim. Hrg./Inquiry (Delinq. or
 Personal Protection) (SCAO--JC 10)

Violation of PPO

Motion and Order to Show Cause for
 Violating PPO (SCAO--CC 382)

--Instructions for CC 382 (SCAO)

Order After Hearing on Show Cause for
 Violating PPO (SCAO--CC 382a)

Order After Hearing on Violation of PPO
 (SCAO--CC 384)

Dismiss, Modify, Extend or Terminate PPO

Motion to Modify, Extend or Terminate
 PPO (SCAO--CC 379)

--Instructions for CC 379 (SCAO)

Motion and Order to Dismiss Action for
 PPO (SCAO--CC 378)

--Instructions for CC 378 (SCAO)

Order on Motion to Modify, Extend,
 Terminate PPO (SCAO--CC 385)

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Complaint for Divorce - Minor Children or Child
 Support

Complaint for Divorce - NO Minor Children/NO
 Child Support

Dismissal (SCAO--MC 09)

FOC Informational Pamphlet (SCAO)

Pleading, Notice of Amendment to

Record of Divorce or Annulment - Sample
 (MDPH Form B 42)

Suspension of Fees/Costs, Affidavit and Order
 (SCAO--MC 20)

Verified Statement (SCAO--FOC 23)

Service of Process

General Civil

Summons (SCAO--MC 01)

Summons, Petition and Order for 2nd
 (SCAO--MC 01b)

Personal Service on Prisoner and Affidavit
 (SCAO--MC 273)

Alternate Service, Motion and Verification
 for (SCAO--MC 303)

Alternate Service, Order for Mail, Tacking,
 Delivery (SCAO--MC 304)

Alternate Service, Order for

Publication/Posting (SCAO--MC 307)
 Family Division
 Proof of Service/Non-Service (SCAO--JC
 12a)
 Proof of Service/Non-Service (SCAO--JC
 12b)
 Publication of Hearing (SCAO--JC 32)
 Alternate Service, Motion for [SCAO--JC
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 Alternate Service, Order for [SCAO--JC 47]
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 Answer to Complaint
 Appearance of Attorney/GAL/Lawyer-GAL
 (SCAO--JC 07)
 Pleading, Notice of Amendment to
 Minor Child
 Child Care
 Child Care Verification (SCAO--FOC 39E)
 Custody, Parenting Time and Support, Order
 Re: (SCAO--FOC 89)
 --Instructions FOC 89 (SCAO)
 Child Custody - Newborn
 Petition of Parent-Custody of Surrendered
 Newborn (SCAO--CCFD 03)
 Order for Blood or Tissue Typing or DNA
 Profile (SCAO--CCFD 04)
 Motion Obj. to DNA Profile or
 Blood/Tissue Typing (SCAO--CCFD 05)
 Order Re: Custody of Surrendered Newborn
 Child (SCAO--CCFD 06)
 Child Custody & Parenting Time
 Order Modifying Ex Parte Order
 (SCAO--FOC 62)
 Motion Re: Custody (SCAO--FOC 87)
 --Instructions FOC 87 (SCAO)
 Order-Hearing on Alleged
 Custody/Parenting Time Violation (SCAO--FOC 58)
 Order Allowing Change of Domicile
 (SCAO--FOC 29)
 Order Re: custody, Parenting Time and
 Support (SCAO--FOC 89)
 --Instructions FOC 89 (SCAO)
 Response to Motion Regarding Custody
 (SCAO--FOC 88)
 --Instructions FOC 88 (SCAO)
 Uniform Child Custody Jurisdiction Act
 Affidavit (SCAO--MC 416)
 Child Support - Generally
 Order Modifying Ex Parte Order
 (SCAO--FOC 62)
 Contempt (Support), Pet. & Order to Show
 Cause (SCAO--FOC 2)
 Custody, Parenting Time and Support, Order
 Re: (SCAO--FOC 89)
 --Instructions FOC 89 (SCAO)
 Objection to Child Support Review
 (SCAO--FOC 79)
 --Instructions FOC 79 (SCAO)
 Performance Bond (SCAO--FOC 42)

Support Enforcement Order (SCAO--FOC 6
 & FOC 6a)
 Support, Motion Re: (SCAO--FOC 50)
 --Instructions FOC 50 (SCAO)
 Support, Response to Motion Re:
 (SCAO--FOC 51)
 --Instructions FOC 51 (SCAO)
 Support, Order After Hearing on
 Modification of (SCAO--FOC 10a & 10b)
 Support, Order Re: (SCAO--FOC 52)
 --Instructions FOC 52 (SCAO)
 Certificate of Overdue Support
 (SCAO--FOC 55)
 Child Support - Income Withholding
 Agreement Suspending Immediate Income
 Withholding (SCAO--FOC 63)
 Income Withholding Order (SCAO--FOC 5)
 Notice of Income Withholding
 (SCAO--FOC 11)
 Support, Order Re: (SCAO--FOC 52)
 --Instructions FOC 52 (SCAO)
 Order Correcting Omission of Withholding
 Provisions (SCAO--FOC 94)
 Order Suspending Immed. Income
 Withholding (SCAO--FOC 64)
 Order to Suspend/Reinstate Support Order
 (SCAO--FOC 74)
 Motion to Suspend/Reinstate Support Order
 (SCAO--FOC 73)
 Child Support - Lien
 Petition to Release Lien (SCAO--FOC 47)
 Order to Release Lien (SCAO--FOC 48)
 Child Support - Medical
 Demand for Medical Payment (SCAO--FOC
 13)
 Qualified Med. Child Support Order
 (SCAO--FOC 76a & FOC 76b)
 Child Support - Out of State Support Order
 (UIFSA)
 Notice of Registration of Out of State
 Support Order (UIFSA) (SCAO--FOC 30)
 Order Conf. Regis. Support Order (UIFSA)
 (SCAO--FOC 30a)
 Child Support - Transferring Case (RURESA)
 Transferring Case, Petition and Order
 (RURESA) (SCAO--FOC 31)
 Child Support - Suspension of License
 Order Re: Payment of Arrearage (Lic. Susp.)
 (SCAO--FOC 82)
 Order Resc. Lic. Suspension (Child
 Support/Parenting Time) (SCAO--FOC 86)
 Petition to Rescind License Suspension
 (SCAO--FOC 85)
 Parenting Time
 Order Modifying Ex Parte Order
 (SCAO--FOC 62)
 Motion Re: Parenting Time (SCAO--FOC
 65)
 --Instructions FOC 65 (SCAO)

Motion Re: Parenting Time, Response to (SCAO--FOC 66)
 --Instructions FOC 66 (SCAO)
 Order-Hearing on Alleged Custody/Parenting Time Violation (SCAO--FOC 58)
 Order for Specific Child Visitation
 Order Re: Parenting Time (SCAO--FOC 67)
 --Instructions FOC 67 (SCAO)
 Motions & Orders
 Deposit Funds with Clerk
 Deposit Funds with Court Clerk, Order to (SCAO--CC 05)
 Release Funds, Order to (SCAO--CC 18)
 Security for Costs, Order for (SCAO--MC 305)
 Entry of Order-Circuit Court
 Notice of Hearing to Enter Order (SCAO--FOC 53)
 --Instructions for FOC 53 (SCAO)
 Notice to Enter Order Without Hearing (SCAO--FOC 54)
 --Instructions for FOC 54 (SCAO)
 Objection to Proposed Order (SCAO--FOC 78)
 --Instructions for FOC 78 (SCAO)
 Motions & Orders
 Accommodations, Request for (SCAO--MC 70)
 Adjournment, Order for (SCAO--MC 309)
 Answer to Motion or Petition
 Bankruptcy, Motion/Order to Reopen Case After (SCAO--MC 301)
 Compel Disclosure or Discovery, Motion to Consolidation, Motion/Order for (SCAO--CC 08)
 Default and Order, Motion to Set Aside (SCAO--DC 99)
 Disqualification/Reassignment, Order of (SCAO--MC 264)
 Motion, form of a (Complex)
 Motion & Notice of Hearing (Simple) (SCAO--CC 326)
 Order or Judgment (Complex)
 Order (Simple), Form of an (SCAO--CC 327)
 Order (SCAO--FOC 12)
 Order Modifying Ex Parte Order (SCAO--FOC 62)
 Removal, Demand & Order for (SCAO--DC 86)
 Sanctions, Motion for
 Show Cause, Motion and Order to (SCAO--MC 230)
 Strike Pleading or Paper, Motion to Subpoena, Order to Appear and/or Produce (SCAO--MC 11)
 Substitution of Attorneys (SCAO--MC 306)
 Summary Disposition, Motion for

Venue, Order for Change of (SCAO--MC 316)
 Work, Order for Release for or to Seek (SCAO--FOC 8)
 Requests for Hearing
 Notice of Hearing - Circuit Court (SCAO--FOC 7)
 Publication of Hearing (SCAO--JC 32)
 Notice or Renote of Hearing
 Request for Hearing on Motion (SCAO--CC 325)
 Request for Hearing - Macomb County
 Request for Hearing - Oakland County
 Request for Hearing - Wayne County
 Discovery
 Deposition on Oral Examination
 Court Reporter, Letter to
 Deposition Letters
 Medical Information, Authorization for Release of (SCAO--MC 315)
 Notice of Deposition
 Subpoena, Order to Appear and/or Produce (SCAO--MC 11)
 Interrogatories
 Answer to Interrogatories
 Interrogatories - Expert Witnesses
 Interrogatories - General
 Interrogatories - Trial Witnesses & Exhibits
 Request Documents, Things or Entry Upon Land
 Answer to Request
 Medical Information, Authorization for Release of (SCAO--MC 315)
 Request for Entry Upon Land for Inspection and Other Purposes
 Request for Production of Documents - Assets & Liabilities
 Request for Production of Documents - Generic
 Request for Admission
 Answer to Request for Admission
 Request for Admission
 Alternative Dispute Resolution
 Arbitration
 Arbitration Acknowledgement
 Case Evaluation
 Order for Case Evaluation (SCAO--MC 30)
 Case Evaluation Notice (SCAO--MC 31)
 Notice of Case Eval. & Accep./Reject'n of Award -- (SCAO-MC 32)
 Notice of Accep./Reject'n of Case Eval. Award (SCAO-MC 33)
 Case Evaluation Application (SCAO-MC 34)
 Mediation Summary - Domestic Relations
 Mediation/Case Evaluation Summary
 Mediation/Case Evaluation Letter to Client
 Acceptance/Rejection Letter to ADR Clerk
 Domestic Relations Mediator Application (SCAO--MC 281b)

Mediation

Order for Mediation (SCAO--MC 274)
 Motion to Remove Case from Mediation
 (SCAO--MC 276)
 Order on Motion to Remove Case from
 Mediation (SCAO--MC 277)
 Motion to Modify Order for Mediation
 (SCAO--MC 278)
 Stipulation for Mediation (SCAO--MC 279)
 Mediation Status Report (SCAO--MC 280)
 Domestic Violence Screening-Referral to
 Mediation (SCAO--MC 282)
 Mediation Summary - Domestic Relations
 Mediation/Case Evaluation Letter to Client
 Acceptance/Rejection Letter to ADR Clerk
 Domestic Relations Mediator Application
 (SCAO--MC 281b)

Property Settlement

CHECKLIST: Divorce Property Settlement
 Calculator
 Confidential Asset Disclosure Sheet [Macomb
 County]

Judgment

Default, Application, Entry and Affidavit
 (SCAO--MC 07)
 Dependency Exemption Election (IRS Form
 8332)
 Judgment of Divorce
 Qualified Domestic Relations Order (QDRO)
 Taxation of Costs (SCAO--MC 24)

Post Judgment

Judgment, Satisfaction of (SCAO--MC 17)
 Motion/Stipulation for Transferring Case (Post
 Judgment) (SCAO--FOC 24)
 Order Transferring Case (Post Judgment)
 (SCAO--FOC 25)

Bench Warrants

Bench Warrant (SCAO--FOC 14)
 Bench Warrant, Petition and (SCAO--MC 229)
 Friend of the Court (FOC)
 FOC Grievance (SCAO--FOC 1a)
 FOC Informational Pamphlet (SCAO)
 Request to Access FOC Records and Decision
 (SCAO--FOC 72)

General

Affidavit
 Attorney Fee Agreement
 Blank Pleading (SCAO--MC 04)
 Client Intake Form
 Cover Sheet (SCAO)
 Cover Sheet for Judge's Copy
 Cover Sheet for pleading or paper
 Proof of Mailing (SCAO--MC 302)
 Release and Settlement Agreement
 Blank Form of Pleading (Second Sheet)
 (SCAO--JC 22)
 Second Sheet (Circuit Court) (SCAO--FOC 15)

Letters

Clerk of the Court

Client

Conveyance Letters
 Court Reporter, Letter to
 Deposition Letters
 Friend of the Court
 Letter to whomever
 Mediation Award Letter to Client
 Opposing Trial Counsel

EPIC ADOPTION

Notice of Proceedings - American Indian Child
 (SCAO--JC 48)
 Order Terminating Rights of Noncustodial Parent
 (SCAO--PCA 304)
 Consent to Adoption by Adoptee (SCAO--PCA 307)
 Consent to Adoption by Parent (SCAO--PCA 308)
 Motion & Order - Delayed Regis. of Foreign Birth
 (SCAO--PCA 350)
 Order Following Hearing on Review of Adoption
 Placement (SCAO--PCA 351)
 Notice of Hearing (SCAO--JC 45)

EPIC CONSERVATORSHIP

CHECKLIST: Conservatorship
 Commencement, Modification, Termination
 Request for Notice (SCAO--PC 624)
 Petition to Terminate or Modify (SCAO--PC
 638)
 Pct. for App't of Conservator/Protective Order
 (SCAO--PC 639)
 --Instructions PC 639 (SCAO)
 --What You Need to Know (SCAO--PC 667)
 Order Re: App't of Conservator (SCAO--PC 640)
 Waiver/Consent (SCAO--PC 561)
 Letters of Conservatorship (SCAO--PC 645)

Fiduciary

Renunciation of Right to App't, Nomination of
 P.R. (SCAO--PC 567)
 Bond of Fiduciary (SCAO--PC 570)
 Acceptance of Appointment (SCAO--PC 571)
 Order re: App't of Fiduciary (SCAO--PC 605)
 Inventory and Accounts
 Inventory (SCAO--PC 577)
 Account of Fiduciary (SCAO--PC 583)
 Account of Fiduciary (SCAO--PC 584)
 Account of Fiduciary (for Minor), Final
 (SCAO--PC 648)
 Objection to Account
 Receipt of Ward and Discharge (SCAO--PC
 649)
 Petition to Allow Account(s) (SCAO--PC 585a)
 Order Allowing Account(s) (SCAO--PC 585b)
 Waiver/Consent (SCAO--PC 561)
 Fiduciary Removal/Reinstatement
 Notice of Deficiency (SCAO--PC 600)
 Order Appointing Special/Suspending Fiduciary
 (SCAO--PC 602)
 Petition and Order for Reinstatement
 (SCAO--PC 603)

Order re: App't of Fiduciary (SCAO-PC 605)
 Petition to Terminate or Modify (SCAO-PC
 638) Guardian Ad Litem
 Order App'g Physician/Visitor/Mental Health
 Prof. (SCAO-PC 629)
 Stmt. of Service & Order for Payment of Court
 App'td Rep. (SCAO-MC 221)
 Real Estate
 Pet. for App'l of Sale of Real Estate (SCAO-PC
 646) Order Approving Sale of Real Estate
 (SCAO-PC 647)
 Internal Revenue Service
 Application for Taxpayer Identification Number
 (IRS Form SS-4)
 -- Instructions for TIN (IRS SS-4 Form)
 Client Letter - Application for FEIN
 Letter conveying IRS SS4 Application to IRS
 Power of Attorney (IRS Form 2848)
 Service of Process/Publication of Hearing
 Alternate Service, Motion for [SCAO--JC 46]
 Alternate Service, Order for [SCAO--JC 47]
 Notice of Hearing (SCAO-PC 562)
 Proof of Service (SCAO-PC 564)
 Proof of Service/Non-Service (SCAO-JC 12a)
 Proof of Service/Non-Service (SCAO-JC 12b)
 Publication of Notice (SCAO-PC 563)
 Publication of Hearing (SCAO-JC 32)
 Summons (SCAO-MC 01)
 General
 Accomodations, Request for (SCAO-MC 70)
 Adjournment, Order for (SCAO-MC 309)
 Appearance of Attorney (SCAO-MC 02)
 Appearance of Parent of Minor (SCAO-PC 606)
 Attorney Fee-Retainer Agreement
 Bench Warrant, Petition and (SCAO-MC 229)
 Blank Form of Pleading (Second Sheet)
 (SCAO-JC 22)
 Client Intake Form
 Complaint (Simple) (SCAO-MC 01a)
 Dismissal (SCAO-MC 09)
 Disqualification/Reassignment, Order of
 (SCAO-MC 264)
 Order (SCAO-PC 609)
 Petition & Order (SCAO-PC 586)
 Protective Order (SCAO-PC 644)
 Show Cause, Motion and Order to (SCAO-MC
 230) Subpoena, Order to Appear and/or Produce
 (SCAO-MC 11)
 Substitution of Attorneys (SCAO-MC 306)
 Summons (SCAO-MC 01)
 Suspension of Fees/Costs, Affidavit and Order
 (SCAO-MC 20)
 Venue, Petition & Order to Change (SCAO-PC
 608) Waiver/Consent (SCAO-PC 561)

EPIC DECEDENT'S ESTATE

Small Estates

Petition and Order for Assignment (SCAO-PC
 556) Testimony Interested Parties (SCAO-PC 565)
 Supplemental Testimony (SCAO-PC 566)
 Receipt of Distributive Share (SCAO-PC 588)
 Sworn Closing Statement, Summary Proceeding
 (SCAO-PC 590)
 Certificate of Completion (SCAO-PC 592)
 Affidavit of Decedent's Successor (SCAO-PC
 598)

Safe Deposit Box

Pet. & Order to Open Safe Deposit Box - Will or
 Burial Deed (SCAO PC 551)

Safe Deposit Box Certificate and Receipt
 (SCAO-PC 552)

Informal Proceedings

Notice of Intent to Req. Informal App't of PR
 (SCAO-PC 557)
 Application for Informal Probate and/or App't of
 P.R. (SCAO-PC 558)
 Register's Statement (SCAO-PC 568)
 Notice of Informal Probate (SCAO-PC 575)
 Supervised Administration
 Petition for Probate and/or App't of P.R.
 (SCAO-PC 559)
 Petition for Supv. Admn. After Previous
 Adjudication (SCAO-PC 560)

Order for Formal Proceedings (SCAO-PC 569)

Determining Heirs

Petition to Determine Heirs (SCAO-PC 553)
 Order Determining Heirs (SCAO-PC 554)

Interested Persons

Demand for Notice (SCAO-PC 555)
 Testimony Interested Parties (SCAO-PC 565)
 Supplemental Testimony (SCAO-PC 566)
 Notice Regarding Attorney Fees (SCAO-PC
 576)

Appearance of Parent of Minor (SCAO-PC 606)

Fiduciary

Renunciation of Right to App't, Nomination of
 P.R. (SCAO-PC 567)
 Bond of Fiduciary (SCAO-PC 570)
 Acceptance of Appointment (SCAO-PC 571)
 Letters of Authority for P.R. (SCAO-PC 572)
 Notice of App't and Duties of P.R. (SCAO-PC
 573)

Notice of Continued Admin. stration (SCAO-PC
 587)

Order re: App't of Fiduciary (SCAO-PC 605)
 Order of Discharge (SCAO-PC 597)

Fiduciary Removal/Reinstatement

Notice of Deficiency (SCAO-PC 600)
 Order Appointing Special/Suspending Fiduciary
 (SCAO-PC 602)
 Petition and Order for Reinstatement
 (SCAO-PC 603)
 Appl'n/Pet. for Removal/Termin of P.R.

(SCAO--PC 604)

Order re: App't of Fiduciary (SCAO--PC 605)

Inventory and Accounts

Inventory (SCAO--PC 577)

Account of Fiduciary (SCAO--PC 583)

Account of Fiduciary (SCAO--PC 584)

Objection to Account

Waiver/Consent (SCAO--PC 561)

Claims and Distributions

Notice to Creditors - Decedent's Estate

(SCAO--PC 574)

Notice to Known Creditors (SCAO--PC 578)

Statement and Proof of Claim (SCAO--PC 579)

Notice of Disallowance of Claim (SCAO--PC

580)

Notice to Spouse-Rights of Election & Allow.

(SCAO--PC 581)

Selection-Homestead Allow. & Exempt Property

(SCAO--PC 582)

Receipt of Distributive Share (SCAO--PC 588)

REPEATER Receipt of Distributive Share

(SCAO--PC 588)

Real Estate

Pet. for App'l of Sale of Real Estate (SCAO--PC

646)

Order Approving Sale of Real Estate

(SCAO--PC 647)

Mediation and Case Evaluation

Order for Case Evaluation (SCAO--MC 30)

Stipulation for Mediation (SCAO--MC 279)

Order for Mediation (SCAO--MC 274)

Motion to Modify Order for Mediation

(SCAO--MC 278)

Motion to Remove Case from Mediation

(SCAO--MC 276)

Order on Motion to Remove Case from

Mediation (SCAO--MC 277)

Mediation/Case Evaluation Summary

Case Evaluation Notice (SCAO--MC 31)

Notice of Case Evaluation &

Acceptance/Rejection of Award -- (SCAO--MC 32)

Notice of Acceptance/Rejection of Case

Evaluation Award (SCAO--MC 33)

Case Evaluation Application (SCAO--MC 34)

Mediation/Case Evaluation Letter to Client

Mediation Status Report (SCAO--MC 280)

Acceptance/Rejection Letter to ADR Clerk

Closing & Reopening

Certificate of No Mich. Est. Tax Liability

(MDT 2356)

Notice of Intent to Close Estate Administration

(SCAO--PC 589)

Sworn Statement to Close Unsupervised Admin.

(SCAO--PC 591)

Certificate of Completion (SCAO--PC 592)

Petition for Complete Estate Settlement

(SCAO--PC 593)

Pet. for Adjud. of Testacy & Complete Estate

Settlement (SCAO--PC 594)

Order for Complete Settlement (SCAO--PC

595)

Schedule of Distributions and Payment of Claims

(SCAO--PC 596)

Memo. of Admin. Closing (SCAO--PC 599)

App'l'n/Pet. to Reopen Estate (SCAO--PC 607)

Probate IRS Forms

Application for Taxpayer Identification Number

(IRS Form SS-4)

-- Instructions for TIN (IRS SS-4 Form)

Client Letter - Application for FEIN

Letter conveying IRS SS4 Application to IRS

Life Insurance Application (712)

Application for IRS Individual Taxpayer

Identification Number (W-7)

Solicitud de Número de Identificación (W-7(SP))

IRS Notice Concerning Fiduciary Relationship

(56)

Power of Attorney (IRS Form 2848)

Instructions for Form 2848 Power of Attorney

and Declaration of Representative

IRS Application for Extension of Time To File a

Return and/or Pay U.S. Estate Taxes (4768)

Death of Accident or Disaster Victim

Pet. to Est. Death of Accident or Disaster Victim

(SCAO--PC 549)

Order - Death of Accident or Disaster Victim

(SCAO--PC 550)

Service of Process/Publication of Hearing

Alternate Service, Motion for [SCAO--JC 46]

Alternate Service, Order for [SCAO--JC 47]

Notice of Hearing (SCAO--PC 562)

Proof of Service (SCAO--PC 564)

Proof of Service/Non-Service (SCAO--JC 12a)

Proof of Service/Non-Service (SCAO--JC 12b)

Publication of Notice (SCAO--PC 563)

Publication of Hearing (SCAO--JC 32)

Summons (SCAO--MC 01)

General

Accommodations, Request for (SCAO--MC 70)

Adjournment, Order for (SCAO--MC 309)

Appearance of Attorney (SCAO--MC 02)

Attorney Fee-Retainer Agreement

Bench Warrant, Petition and (SCAO--MC 229)

Blank Form of Pleading (Second Sheet)

(SCAO--JC 22)

Client Intake Form

Complaint (Simple) (SCAO--MC 01a)

Dismissal (SCAO--MC 09)

Disqualification/Reassignment, Order of

(SCAO--MC 264)

Order (SCAO--PC 609)

Petition & Order (SCAO--PC 586)

Protective Order (SCAO--PC 644)

Registration of Trust (SCAO--PC 610)

Show Cause, Motion and Order to (SCAO--MC

230)

Subpoena, Order to Appear and/or Produce

(SCAO--MC 11)

Substitution of Attorneys (SCAO--MC 306)
 Summons (SCAO--MC 01)
 Suspension of Fees/Costs, Affidavit and Order
 (SCAO--MC 20)
 Venue, Petition & Order to Change (SCAO--PC
 608) Waiver/Consent (SCAO--PC 561)

EPIC GUARDIAN AD LITEM

Appointment
 Pet. for App't of GAL/Attorney/Lawyer GAL
 (SCAO--PC 641)
 Order Appointing Attorney (SCAO--PC 628)
 Order Appointing GAL/Attorney (SCAO--PC
 642)
 Acceptance of App't & Report of GAL
 (SCAO--PC 643)
 Order Appointing Attorney/GAL/Lawyer-GAL
 (SCAO--JC 03)
 Appearance of Attorney/GAL/Lawyer-GAL
 (SCAO--JC 07)
 Service of Process/Publication of Hearing
 Alternate Service, Motion for [SCAO--JC 46]
 Alternate Service, Order for [SCAO--JC 47]
 Notice of Hearing (SCAO--PC 562)
 Proof of Service (SCAO--PC 564)
 Proof of Service/Non-Service (SCAO--JC 12a)
 Proof of Service/Non-Service (SCAO--JC 12b)
 Publication of Notice (SCAO--PC 563)
 Publication of Hearing (SCAO--JC 32)
 Summons (SCAO--MC 01)
 General
 Accommodations, Request for (SCAO--MC 70)
 Adjournment, Order for (SCAO--MC 309)
 Appearance of Attorney (SCAO--MC 02)
 Attorney Fee-Retainer Agreement
 Bench Warrant, Petition and (SCAO--MC 229)
 Blank Form of Pleading (Second Sheet)
 (SCAO--JC 22)
 Client Intake Form
 Complaint (Simple) (SCAO--MC 01a)
 Dismissal (SCAO--MC 09)
 Disqualification/Reassignment, Order of
 (SCAO--MC 264)
 Order (SCAO--PC 609)
 Petition & Order (SCAO--PC 586)
 Protective Order (SCAO--PC 644)
 Show Cause, Motion and Order to (SCAO--MC
 230)
 Subpoena, Order to Appear and/or Produce
 (SCAO--MC 11)
 Substitution of Attorneys (SCAO--MC 306)
 Summons (SCAO--MC 01)
 Suspension of Fees/Costs, Affidavit and Order
 (SCAO--MC 20)
 Venue, Petition & Order to Change (SCAO--PC
 608) Waiver/Consent (SCAO--PC 561)

EPIC GUARDIANSHIP

EPIC Guardian - Adult - Developmental Disability
 CHECKLIST: Adult Guardianship
 Client Intake Form
 Petitions
 Petition for App't of Guardian (SCAO--PC
 658)
 Report to Accompany Petition to Appoint
 Guardian (SCAO--PC 659)
 Order Appointing Guardian (SCAO--PC
 660)
 Notice of Right to Req. Dismissal/Discharge
 of Guardian (SCAO PC 661)
 Facility Placement
 Petition for Authority for Placement in
 Facility (SCAO--PC 664)
 Order for Placement (SCAO--PC 665)
 Fiduciary
 Order re: App't of Fiduciary (SCAO--PC
 605)
 Bond of Fiduciary (SCAO--PC 570)
 Acceptance of Appointment (SCAO--PC
 571)
 Letters of Guardianship (SCAO--PC 662)
 Report of Guardian on Condition
 (SCAO--PC 663)
 Fiduciary Removal/Reinstatement
 Notice of Deficiency (SCAO-PC 600)
 Order Appointing Special/Suspending
 Fiduciary (SCAO--PC 602)
 Petition and Order for Reinstatement
 (SCAO--PC 603)
 Petition and Order for Reinstatement
 (SCAO--PC 603)
 Order re: App't of Fiduciary (SCAO--PC
 605)
 Petition to Terminate or Modify (SCAO--PC
 638)
 Inventory and Accounts
 Inventory (SCAO--PC 577)
 Account of Fiduciary (SCAO--PC 583)
 Account of Fiduciary (SCAO--PC 584)
 Objection to Account
 Petition to Allow Account(s) (SCAO--PC
 585a)
 Order Allowing Account(s) (SCAO--PC
 585b)
 Waiver/Consent (SCAO--PC 561)
 Real Estate
 Pet. for App'l of Sale of Real Estate
 (SCAO--PC 646)
 Order Approving Sale of Real Estate
 (SCAO--PC 647)
 Service of Process/Publication of Hearing
 Alternate Service, Motion for [SCAO--JC
 46]
 Alternate Service, Order for [SCAO--JC 47]
 Notice of Hearing (SCAO--PC 562)
 Proof of Service (SCAO--PC 564)

	Proof of Service/Non-Service (SCAO--JC	Guardian Ad Litem
12a)	Proof of Service/Non-Service (SCAO--JC	Acceptance of App't & Report of GAL
12b)	Publication of Notice (SCAO--PC 563)	(SCAO--PC 627)
	Publication of Hearing (SCAO--JC 32)	Order Appointing Physician/Visitor/Mental
	Summons (SCAO--MC 01)	Health Prof. (SCAO--PC 629)
	Service of Process	Report of Physician/Visitor/Mental Health
	Alternate Service, Motion for [SCAO--JC	Prof. (SCAO--PC 630)
46]	Alternate Service, Order for [SCAO--JC 47]	Stmnt. of Service & Order for Payment of
	Proof of Service (SCAO--PC 564)	Court App'd Rep. (SCAO--MC 221)
	Proof of Service/Non-Service (SCAO--JC	Fiduciary
12a)	Proof of Service/Non-Service (SCAO--JC	Order re: App't of Fiduciary (SCAO--PC
12b)	Summons (SCAO--MC 01)	605)
	General	Bond of Fiduciary (SCAO--PC 570)
	Accommodations, Request for (SCAO--MC	Acceptance of Appointment (SCAO--PC
70)	Adjournment, Order for (SCAO--MC 309)	571)
	Appearance of Attorney (SCAO--MC 02)	Letters of Guardianship (SCAO--PC 633)
	Attorney Fee-Retainer Agreement	Annual Report - Condition of Incapacitated
	Bench Warrant, Petition and (SCAO--MC	Individual (SCAO--PC 634)
229)	Blank Form of Pleading (Second Sheet)	Fiduciary Removal/Reinstatement
(SCAO--JC 22)	Complaint (Simple) (SCAO--MC 01a)	Notice of Deficiency (SCAO-PC 600)
	Dismissal (SCAO--MC 09)	Order Appointing Special/Suspending
	Disqualification/Reassignment, Order of	Fiduciary (SCAO--PC 602)
(SCAO--MC 264)	Order (SCAO--PC 609)	Petition and Order for Reinstatement
	Petition & Order (SCAO--PC 586)	(SCAO--PC 603)
	Protective Order (SCAO--PC 644)	Order re: App't of Fiduciary (SCAO--PC
	Request for Notice (SCAO--PC 624)	605)
	Show Cause, Motion and Order to	Petition to Terminate or Modify (SCAO--PC
(SCAO--MC 230)	Subpoena, Order to Appear and/or Produce	638)
(SCAO--MC 11)	Substitution of Attorneys (SCAO--MC 306)	Review of Guardianship
	Summons (SCAO--MC 01)	Order Appointing Person to Rev./Inv.
	Suspension of Fees/Costs, Affidavit and	Guardianship (SCAO--PC 635)
Order (SCAO--MC 20)	Venue, Petition & Order to Change	Report on Review of Guardianship of
(SCAO--PC 608)	Waiver/Consent (SCAO--PC 561)	Incapacitated Individual (SCAO--PC 636)
	EPIC Guardian - Adult - Incapacitated Individual	Order Following Review of Guardianship
	CHECKLIST: Adult Guardianship	(SCAO--PC 637)
	Client Intake Form	Inventory and Accounts
	Appointment	Inventory (SCAO--PC 577)
625)	Petition for App't of Guardian (SCAO--PC	Account of Fiduciary (SCAO--PC 583)
	--Instructions PC 625 (SCAO)	Account of Fiduciary (SCAO--PC 584)
(SCAO--PC 626)	Notice to Alleged Incapacitated Individual	Objection to Account
	Order Re: App't of Guardian (SCAO--PC	Petition to Allow Account(s) (SCAO--PC
631)	Order Appointing Temporary Guardian	585a)
(SCAO--PC 632)		Order Allowing Account(s) (SCAO--PC
		585b)
		Waiver/Consent (SCAO--PC 561)
		Real Estate
		Pet. for App'l of Sale of Real Estate
		(SCAO--PC 646)
		Order Approving Sale of Real Estate
		(SCAO--PC 647)
		Service of Process/Publication of Hearing
		Alternate Service, Motion for [SCAO--JC
		46]
		Alternate Service, Order for [SCAO--JC 47]
		Notice of Hearing (SCAO--PC 562)
		Proof of Service (SCAO--PC 564)
		Proof of Service/Non-Service (SCAO--JC
		12a)
		Proof of Service/Non-Service (SCAO--JC

- 12b) Publication of Notice (SCAO-PC 563)
Publication of Hearing (SCAO-JC 32)
Summons (SCAO-MC 01)
- General
Accommodations, Request for (SCAO-MC 70)
- Adjournment, Order for (SCAO-MC 309)
Appearance of Attorney (SCAO-MC 02)
Attorney Fee-Retainer Agreement
Bench Warrant, Petition and (SCAO-MC 229)
- Blank Form of Pleading (Second Sheet) (SCAO-JC 22)
Complaint (Simple) (SCAO-MC 01a)
Dismissal (SCAO-MC 09)
Disqualification/Reassignment, Order of (SCAO-MC 264)
Order (SCAO-PC 609)
Petition & Order (SCAO-PC 586)
Protective Order (SCAO-PC 644)
Request for Notice (SCAO-PC 624)
Show Cause, Motion and Order to (SCAO-MC 230)
Subpoena, Order to Appear and/or Produce (SCAO-MC 11)
Substitution of Attorneys (SCAO-MC 306)
Summons (SCAO-MC 01)
Suspension of Fees/Costs, Affidavit and Order (SCAO-MC 20)
Venue, Petition & Order to Change (SCAO-PC 608)
Waiver/Consent (SCAO-PC 561)
- EPIC Guardian - Minor
CHECKLIST: Minor Guardianship
Client Intake Form
Appointment
Petition for Appointment of Limited Guardian of Minor (SCAO-PC 650)
Petition for Appointment of Guardian of Minor (SCAO-PC 651)
Limited Guardianship Placement Plan (SCAO-PC 652)
Order Appointing Guardian or Ltd. Guardian of Minor (SCAO-PC 653)
- Fiduciary
Bond of Fiduciary (SCAO-PC 570)
Order re: App't of Fiduciary (SCAO-PC 605)
- Annual Report - Condition of Incapacitated Individual (SCAO-PC 634)
Annual Report of Guardian on Condition of Minor (SCAO-PC 634)
Fiduciary Removal/Reinstatement
Notice of Deficiency (SCAO-PC 600)
Order Appointing Special/Suspending Fiduciary (SCAO-PC 602)
Petition and Order for Reinstatement (SCAO-PC 603)
- Order re: App't of Fiduciary (SCAO-PC 605)
Petition to Terminate or Modify (SCAO-PC 638)
- Review of Guardianship
Order Appointing Person to Rev./Inv. Guardianship (SCAO-PC 635)
Order Following Review of Guardianship (SCAO-PC 637)
Report for Court Review of Minor Guardianship (SCAO-PC 655)
Order Following Hearing on Status of Minor Guardianship (SCAO-PC 656)
Order Following Hearing to Terminate Minor Guardianship (SCAO-PC 657)
Inventory and Accounts
Inventory (SCAO-PC 577)
Account of Fiduciary (SCAO-PC 583)
Account of Fiduciary (SCAO-PC 584)
Account of Fiduciary (for Minor), Final (SCAO-PC 648)
Objection to Account
Receipt of Ward and Discharge (SCAO-PC 649)
- Petition to Allow Account(s) (SCAO-PC 585a)
Order Allowing Account(s) (SCAO-PC 585b)
Waiver/Consent (SCAO-PC 561)
- Real Estate
Pet. for App'l of Sale of Real Estate (SCAO-PC 646)
Order Approving Sale of Real Estate (SCAO-PC 647)
Service of Process/Publication of Hearing
Alternate Service, Motion for [SCAO-JC 46]
Alternate Service, Order for [SCAO-JC 47]
Notice of Hearing (SCAO-PC 562)
Proof of Service (SCAO-PC 564)
Proof of Service/Non-Service (SCAO-JC 12a)
Proof of Service/Non-Service (SCAO-JC 12b)
- Publication of Notice (SCAO-PC 563)
Publication of Hearing (SCAO-JC 32)
Summons (SCAO-MC 01)
- General
Accommodations, Request for (SCAO-MC 70)
Adjournment, Order for (SCAO-MC 309)
Appearance of Attorney (SCAO-MC 02)
Appearance of Parent of Minor (SCAO-PC 606)
Attorney Fee-Retainer Agreement
Bench Warrant, Petition and (SCAO-MC 229)
Blank Form of Pleading (Second Sheet) (SCAO-JC 22)

Complaint (Simple) (SCAO--MC 01a)
 Dismissal (SCAO--MC 09)
 Disqualification/Reassignment, Order of
 (SCAO--MC 264)
 Order (SCAO--PC 609)
 Petition & Order (SCAO--PC 586)
 Protective Order (SCAO--PC 644)
 Request for Notice (SCAO--PC 624)
 Show Cause, Motion and Order to
 (SCAO--MC 230)
 Subpoena, Order to Appear and/or Produce
 (SCAO--MC 11)
 Substitution of Attorneys (SCAO--MC 306)
 Summons (SCAO--MC 01)
 Suspension of Fees/Costs, Affidavit and
 Order (SCAO--MC 20)
 Venue, Petition & Order to Change
 (SCAO--PC 608)
 Waiver/Consent (SCAO--PC 561)
 EPIC Guardian - Minor - Substance Abuse Treatment
 Client Intake Form
 Appointment
 Petition for Substance Abuse Treatment
 (SCAO--PC 611)
 Order Following Hearing on Petition
 (SCAO--PC 612)
 Objection to Treatment
 Objection of Minor to Substance Abuse
 Treatment (SCAO--PC 613)
 Order Sustaining Objection of Minor
 (SCAO--PC 614)
 Dismissal of Minor's Objection (SCAO--PC
 615)
 Service of Process/Publication of Hearing
 Alternate Service, Motion for (SCAO--JC
 46)
 Alternate Service, Order for (SCAO--JC 47)
 Notice of Hearing (SCAO--PC 562)
 Proof of Service (SCAO--PC 564)
 Proof of Service/Non-Service (SCAO--JC
 12a)
 Proof of Service/Non-Service (SCAO--JC
 12b)
 Publication of Notice (SCAO--PC 563)
 Publication of Hearing (SCAO--JC 32)
 Order to Take/Place Into Temporary
 Custody (SCAO--JC 05)
 Summons (SCAO--MC 01)
 General
 Accommodations, Request for (SCAO--MC
 70)
 Adjournment, Order for (SCAO--MC 309)
 Appearance of Attorney (SCAO--MC 02)
 Appearance of Parent of Minor (SCAO--PC
 606)
 Attorney Fee-Retainer Agreement
 Bench Warrant, Petition and (SCAO--MC
 229)
 Blank Form of Pleading (Second Sheet)

(SCAO--JC 22)
 Dismissal (SCAO--MC 09)
 Disqualification/Reassignment, Order of
 (SCAO--MC 264) REVISED]
 Order (SCAO--PC 609)
 Petition & Order (SCAO--PC 586)
 Protective Order (SCAO--PC 644)
 Request for Notice (SCAO--PC 624)
 Show Cause, Motion and Order to
 (SCAO--MC 230)
 Subpoena, Order to Appear and/or Produce
 (SCAO--MC 11)
 Substitution of Attorneys (SCAO--MC 306)
 Summons (SCAO--MC 01)
 Suspension of Fees/Costs, Affidavit and
 Order (SCAO--MC 20)
 Venue, Petition & Order to Change
 (SCAO--PC 608)
 Waiver/Consent (SCAO--PC 561)

EPIC JUVENILE

Order to Take/Place Into Temporary Custody
 (SCAO--JC 05)
 Order - Prelim. Hrg./Inquiry (Delinq. or Pers.
 Protection) (SCAO--JC 10)
 Order - Prelim. Hrg./Inquiry - Child Not Removed
 (SCAO--JC 11)
 Order - Prelim. Hrg./Inquiry - Child Removed
 (SCAO--JC 11a)
 Supp. Order of Disposition Following Review
 Hearing (SCAO--JC 19)
 Order of Disposition, Child Removed from Home
 (SCAO--JC 26)
 Publication of Hearing (SCAO--JC 32)
 Notice of Hearing (SCAO--JC 45)
 Order of Adjudication (Delinquency) (SCAO--JC 59)
 Order Term's Parental Rights (Child Protec.
 Proceedings) (SCAO--JC 63)
 Order-Perm. Planning Hearing (Child Protec.
 Proceed.) (SCAO--JC 64)
 Application to Set Aside Adjudication and Order
 (SCAO--JC 66)
 Notice of Hearing (Designated Case) (SCAO--JC 67)
 Order After Designation Hearing (SCAO--JC 68)
 Order After Preliminary Examination (Designated
 Case) (SCAO--JC 69)
 Order of Probation (Designated Case) (SCAO--JC
 74)
 Order Removing Child After Emergency Removal
 Hearing (SCAO--JC 75)
 Order of Disposition-Post-Termination Review
 Hearing (SCAO--JC 76)

EPIC MENTAL HEALTH

Clinical Certificate (SCAO--PCM 208)
 Initial Order Following Hearing on Petition for
 Admission (SCAO--PCM 214)
 Order-Hearing on Petition for Judicial Admission

(SCAO--PCM 214a)

Petition for Second or Continuing Treatment Order

(SCAO--PCM 218)

Second or Continuing Treatment Order

(SCAO--PCM 219)

ESTATE PLANNING

CHECKLIST: Estate Planning

Codicil and Will

Auth. to Release Will Held for Safe Keeping

(SCAO--PC 548)

Codicil

--Billing and Transmittal - Codicil

Will

--Billing and Transmittal - Will

Conservator/Guardian Nomination

Guardian/Conservator Nomination

--Billing and Transmittal - Guardian/Conservator

Nomination

Durable Power of Attorney

Power of Attorney

--Billing and Transmittal - Power of Attorney

General

Attorney Fee Agreement

Client Intake Form

Patient Advocate

Patient Advocate Appointment (Living Will)

--Billing and Transmittal - Patient Advocate

Appointment (Living Will)

Property Transfers (Real & Personal)

Bill of Sale

Deed (Real Estate)

--Billing and Transmittal -- Deed

Property Transfer Affidavit

Trust

Trust & Registration

Trust

--Billing and Transmittal - Trust

Registration of Trust (SCAO--PC 610)

--Billing and Transmittal - Registration of Trust

Certificate of Trust

Internal Revenue Service

Application for Taxpayer Identification Number (IRS Form SS-4)

-- Instructions for TIN (IRS SS-4 Form)

Client Letter - Application for FEIN

Letter conveying IRS SS4 Application to IRS

Power of Attorney (IRS Form 2848)

LAND CONTRACT FORFEITURE

Complaint and Answer

Forfeiture Notice (SCAO--DC 101)

Complaint for Possession After Land Contract

Forfeiture (SCAO--DC 103)

Answer to Complaint (Simple) (SCAO-DC 03)

Service of Process

Summons - Landlord-Tenant/Land Contract

(SCAO--DC 104)

Summons, Petition and Order for 2nd

(SCAO--MC 01b)

Personal Service on Prisoner and Affidavit

(SCAO--MC 273)

Alternate Service, Motion and Verification for

(SCAO--MC 303)

Alternate Service, Order for Mail, Tacking,

Delivery (SCAO--MC 304)

Alternate Service, Order for Publication/Posting

(SCAO--MC 307)

Judgment and Orders

Default, Application, Entry and Affidavit

(SCAO--MC 07)

Judgment of Possession After Land Contract

Forfeiture (SCAO--DC 106)

Order of Eviction & Writ of Restitution

(SCAO--DC 107)

Order or Judgment (Complex)

Satisfaction of Judgment (SCAO--MC 17)

LANDLORD-TENANT EVICTION

CHECKLIST: Landlord/Tenant Evictions

Service of Process

Summons - Landlord-Tenant/Land Contract

(SCAO--DC 104)

Summons, Petition and Order for 2nd

(SCAO--MC 01b)

Personal Service on Prisoner and Affidavit

(SCAO--MC 273)

Alternate Service, Motion and Verification for

(SCAO--MC 303)

Alternate Service, Order for Mail, Tacking,

Delivery (SCAO--MC 304)

Alternate Service, Order for Publication/Posting

(SCAO--MC 307)

Landlord/Tenant Evictions - Health Hazard/Injury to Premises

Notice to Quit - Health Hazard, Injury to

Premises (SCAO--DC 100b)

Complaint - Health Hazard, Injury to Premises

(SCAO--DC 102b)

Summons - Landlord-Tenant/Land Contract

(SCAO--DC 104)

Answer to Complaint (Simple) (SCAO-DC 03)

Default, Application, Entry and Affidavit

(SCAO--MC 07)

Judgment, Landlord-Tenant (SCAO--DC 105)

Order of Eviction & Writ of Restitution

(SCAO--DC 107)

Satisfaction of Judgment (SCAO--MC 17)

Landlord/Tenant Evictions - Non-payment of Rent

Demand for Possession - Nonpayment of Rent

(SCAO--DC 100a)

Complaint - Non-Payment of Rent (SCAO--DC

102a)

Summons - Landlord-Tenant/Land Contract

(SCAO--DC 104)

Answer to Complaint (Simple) (SCAO-DC 03)

Default, Application, Entry and Affidavit

(SCAO--MC 07)

Judgment, Landlord-Tenant (SCAO--DC 105)
 Order of Eviction & Writ of Restitution
 (SCAO--DC 107)
 Satisfaction of Judgment (SCAO--MC 17)
 Landlord/Tenant Evictions - Termination of Tenancy
 Notice to Quit - Termination of Tenancy
 (SCAO--DC 100c)
 Complaint - Termination of Tenancy
 (SCAO--DC 102c)
 Summons - Landlord-Tenant/Land Contract
 (SCAO--DC 104)
 Answer to Complaint (Simple) (SCAO-DC 03)
 Default, Application, Entry and Affidavit
 (SCAO--MC 07)
 Judgment, Landlord-Tenant (SCAO--DC 105)
 Order of Eviction & Writ of Restitution
 (SCAO--DC 107)
 Satisfaction of Judgment (SCAO--MC 17)
 Mobile Home Evictions
 Notice to Quit - Termination of Tenancy
 (SCAO--DC 100d)
 -- Explanation of Terminations - Mobile Home
 Renting (SCAO DC 100)
 Complaint - Termination of Tenancy
 (SCAO--DC 102d)
 Summons - Landlord-Tenant/Land Contract
 (SCAO--DC 104)
 Answer to Complaint (Simple) (SCAO-DC 03)
 Default, Application, Entry and Affidavit
 (SCAO--MC 07)
 Judgment - Termination of Tenancy, Mobile
 Home (SCAO--DC 105a)
 Order of Eviction & Writ of Restitution
 (SCAO--DC 107)
 Satisfaction of Judgment (SCAO--MC 17)
 Escrow of Rent & Security for Costs
 Escrow, Motion and Order for (SCAO--DCH
 109)
 Escrow, Order to Release (SCAO--DCH 110)
 Security for Costs, Order for (SCAO--MC 305)
 Motions & Orders
 Accommodations, Request for (SCAO--MC 70)
 Adjournment, Order for (SCAO--MC 309)
 Answer to Motion or Petition
 Bankruptcy, Motion/Order to Reopen Case After
 (SCAO--MC 301)
 Bench Warrant, Petition and (SCAO--MC 229)
 Compel Disclosure or Discovery, Motion to
 Default and Order, Motion to Set Aside
 (SCAO--DC 99)
 Disqualification/Reassignment, Order of
 (SCAO--MC 264)
 Motion, form of a (Complex)
 Order or Judgment (Complex)
 Removal, Demand & Order for (SCAO--DC 86)
 Sanctions, Motion for
 Show Cause, Motion and Order to (SCAO--MC
 230)
 Strike Pleading or Paper, Motion to

Subpoena, Order to Appear and/or Produce
 (SCAO--MC 11)
 Substitution of Attorneys (SCAO--MC 306)
 Summary Disposition, Motion for
 Venue, Order for Change of (SCAO--MC 316)
 Installment Payments
 Motion for Installment Payments (SCAO--MC
 15)
 Order Regarding Installment Payments
 (SCAO--MC 15a)
 Order Setting Aside Installment Payment Order
 (SCAO--MC 16a)
 Petition to Set Aside Installment Payment Order
 (SCAO--MC 16)
 General
 Affidavit
 Affidavit of Judgment Debtor (SCAO--DC 87)
 Attorney Fee Agreement
 Blank Pleading (SCAO--MC 04)
 Client Intake Form
 Cover Sheet (SCAO)
 Cover Sheet for Judge's Copy
 Cover Sheet for pleading or paper
 Proof of Mailing (SCAO--MC 302)
 Release and Settlement Agreement
 Letters
 Clerk of the Court
 Client
 Conveyance Letters
 Court Reporter, Letter to
 Deposition Letters
 Letter to whomever
 Opposing Trial Counsel

NAME CHANGE

Client Intake Form
 Petition for Name Change (SCAO--PC 51)
 Order Changing Name (SCAO--PC 52)

PERSONAL PROTECTION ORDER [REVISED]

Petition for PPO - Adult (Domestic Relationship)
 [REVISED]
 Petition for PPO Against Adult (SCAO--CC 375)
 --Instructions for CC 375 (SCAO)
 Notice of Hearing on Petition for PPO
 (SCAO--CC 381)
 --Instructions for CC 381 (SCAO)
 PPO - Domestic Relationship (SCAO--CC 376)
 [REVISED]
 --Instructions for CC 376 (SCAO) [REVISED]
 Order Denying/Dismissing PPO Petition
 (SCAO--CC 383)
 Proof of Service/Oral Notice Re: PPO
 (SCAO--CC 386)
 Petition for PPO - Adult (Nondomestic Relationship)
 [REVISED]
 Order Denying/Dismissing PPO Petition
 (SCAO--CC 383)
 Petition for PPO Against Stalking (SCAO--CC

377)

--Instructions for CC 377 (SCAO)
 Notice of Hearing on Petition for PPO

(SCAO--CC 381)

--Instructions for CC 381 (SCAO)
 PPO Against Stalking (SCAO--CC 380)

[REVISED]

--Instructions for CC 380 (SCAO) [REVISED]
 Proof of Service/Oral Notice Re: PPO

(SCAO--CC 386)

Petition for PPO - Minor [REVISED]
 Petition for PPO Against Minor (SCAO--CC

375m)

--Instructions for CC 375m (SCAO)
 Notice of Hearing on Petition for PPO

(SCAO--CC 381)

--Instructions for CC 381 (SCAO)
 PPO Against a Minor - Domestic Relationship

(SCAO--CC 376M) [REVISED]

--Instructions for CC 376M (SCAO) [REVISED]
 Petition for PPO Against Stalking by a Minor

(SCAO--CC 377M)

--Instructions for CC 377M (SCAO)
 PPO Against Stalking by a Minor - Nondomestic

(SCAO--CC 380M) [REVISED]

--Instructions for CC 380M (SCAO) [REVISED]
 Order Denying/Dismissing PPO Petition

(SCAO--CC 383)

Proof of Service/Oral Notice Re: PPO

(SCAO--CC 386)

Order to Take/Place Into Temporary Custody

(SCAO--JC 05)

Order-Prelim. Hrg./Inquiry (Delinq. or Personal
 Protection) (SCAO--JC 10)

Violation of PPO

Motion and Order to Show Cause for Violating
 PPO (SCAO--CC 382)

--Instructions for CC 382 (SCAO)

Order After Hearing on Show Cause for
 Violating PPO (SCAO--CC 382a)

Order After Hearing on Violation of PPO

(SCAO--CC 384)

Dismiss, Modify, Extend or Terminate PPO

Motion to Modify, Extend or Terminate PPO

(SCAO--CC 379)

--Instructions for CC 379 (SCAO)

Motion and Order to Dismiss Action for PPO

(SCAO--CC 378)

--Instructions for CC 378 (SCAO)

Order on Motion to Modify, Extend, Terminate

PPO (SCAO--CC 385)

REAL ESTATE**General**

Client Intake Form

Power of Attorney

Promissory Note

Trust, Certificate of

Lease - Commercial

Lease - Commercial

Lis Pendens

Notice Lis Pendens

Release of Lis Pendens

Property Transfers (Real & Personal)

Land Contract

Escrow Agreement

Affidavit Affecting Real Property

Bill of Sale

Deed (Real Estate)

--Billing and Transmittal -- Deed

Property Transfer Affidavit

Trust, Certificate of

Real Estate IRS Forms

Forms Relating to Contract of Sale

Protect Your Family From Lead in the Home

(EPA Booklet)

EPA/HUD Fact Sheet on Lead-Based Paint
 and Sample Disclosure Format

Notes and Mortgages

Multistate Fixed Rate Note--Single

Family--Fannie Mae/Freddie Mac Form 3200--Document
 Summary

Multistate Fixed Rate Note--Single

Family--Fannie Mae/Freddie Mac Form 3200

Multistate Adjustable Rate Rider--ARM

5-2--Fannie Mae/Freddie Mac Form 3111--Document
 Summary

Multistate 1-4 Family Rider--Fannie

Mae/Freddie Mac Form 3170

Multistate Adjustable Rate Rider--ARM

5-2--Single Family--Fannie Mae/Freddie Mac Form 3111

Multistate Adjustable Rate Note--ARM

5-2--FNMA Form 3502--Document Summary

Multistate 1-4 Family Rider--FNMA Form

3170--Document Summary

Multistate Adjustable Rate Note--ARM

5-2--Single Family--Fannie Mae/Freddie Mac--Form 3502

Closing Forms

Settlement Statement (HUD-1)

Settlement Statement--Optional Form for

Transactions Without Sellers (HUD-1A)

Buying Your Home - Settlement Costs and

Helpful Information (HUD-398-H(4))

Tax Forms

Internal Revenue Service Forms

IRS Request for Taxpayer

Identification Number and Certification (W-9)

Instructions for the Requester

of Form W-9 Request for Taxpayer Identification Num.
 and Cert.

IRS Proceeds From Real Estate

Transactions (1099-S)

Instructions for Form 1099-S

(Proceeds From Real Estate Transactions)

TOOLS

Affirmative Defenses

Attorney Signature Line with date

Caption - Complaint, Counterclaim, Cross-Claim
Caption - Court of Appeals
Caption - Divorce
Caption - Judge's copy of motion with date/time
Caption - Trial Court
Civil Cover Sheet
Interrogatory Preamble
Judge's Signature Line

Notice of Hearing
Pleading Title
Proof of Mailing
Title/Preamble to Order
Verification of Pleading w/ Affiant sig & Jurat
Comment Form

2

Library:

LexisNexis Automated Michigan Practice Forms

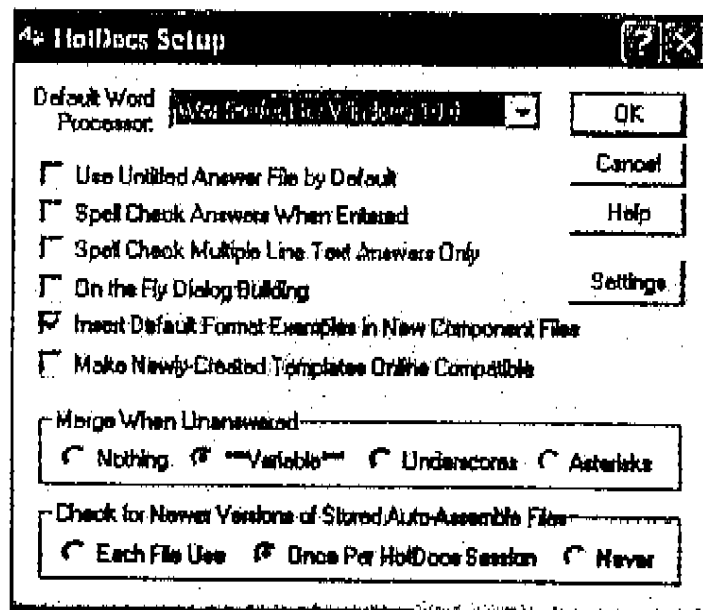
- ☐ Capsoft Web Site
- ☐ LexisONE Forms
- ☐ Set Judicial Information
- ☐ Civil Litigation [REVISED]
- ☐ Claim and Delivery [NEW]
- ☐ Concealed Weapon License [NEW]
- ☐ Corporations [REVISED]
- ☐ Criminal Law
- ☐ Debt Collection [REVISED]
- ☐ Domestic Relations [REVISED]
- ☐ EPIC Adoption
- ☐ EPIC Conservatorship [REVISED]
- ☐ EPIC Decedent's Estate
- ☐ EPIC Guardian Ad Litem
- ☐ EPIC Guardianship [REVISED]
- ☐ EPIC Juvenile [REVISED]
- ☐ EPIC Mental Health
- ☐ Estate Planning
- ☐ Land Contract Foreclosure [REVISED]
- ☐ Landlord-Tenant Eviction [REVISED]
- ☐ Name Change
- ☐ Personal Protection Order [REVISED]
- ☐ Real Estate [REVISED]

☐ Find

Buttons: Assemble, Cancel, View, Edit, Create, Help

Descriptions:

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Preferences [?] [X]

Filling

☒ Use Form Wizard ☒ Show Inactive Field Warning

☒ Check Overflow ☒ Show Override Field Warning

Colors... ☒ Show Help Buttons

View on Open **Zoom on Open**

☒ Fields ☒ 100%

☒ Variables ☐ Fit to Width

☐ Thumbnail ☐ Fit to Height

New Fields

☒ Use Top Alignment for Multi-line Fields

☒ Set Max Lines to 1 for Single-line Fields

Regular Fields: Properties... Overflow...

Check Boxes: Properties... Max Size: 0.18 [v] ☒ Inch ☐ pt ☐ cm

New Forms

Properties... Addendum...

Safety

☒ Create Backup Files

☒ Log Form Changes to Recover from Power Failures

OK Cancel Help Defaults

Default Field Properties

Text

☒ Left ☐ Top ☒ 0°
☐ Center ☐ Center ☐ 90°
☐ Right ☒ Bottom ☐ 180°
☐ Justified ☐ Justified ☐ 270°

Font... Min Size: 8.0

Margins

Left: 0.01 Top: 0.01
Right: 0.01 Bottom: 0.03

Line Format

First Line Indent: 0.00
Lines per Inch: 0.0
Max Lines: 0
Max Characters/Line: 0

Wizard...
Condition...
Variable...
Example...

Example

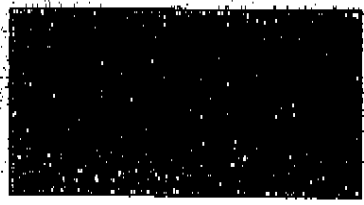
☒ Inch ☐ pt ☐ cm

Barcode:
None
☐ Blimp
☐ Don't Print
☐ Strike-Through

Field Type:
Edit

OK
Cancel
Help
Defaults

Default Check Box Field Properties [?] [X]

Text <input type="radio"/> Left <input type="radio"/> Top <input checked="" type="radio"/> 0° <input checked="" type="radio"/> Center <input type="radio"/> Center <input type="radio"/> 90° <input type="radio"/> Right <input checked="" type="radio"/> Bottom <input type="radio"/> 180° <input type="radio"/> Justified <input type="radio"/> Justified <input type="radio"/> 270° Font... Min Size: <input type="text" value="3.0"/>			FB Wizard... Condition... Variable... Example... X		OK Cancel Help Defaults
Margins Left: <input type="text" value="0.00"/> Top: <input type="text" value="0.00"/> Right: <input type="text" value="0.00"/> Bottom: <input type="text" value="0.00"/>			<input checked="" type="radio"/> Inch <input type="radio"/> pt <input type="radio"/> cm		
Line Format First Line Indent: <input type="text" value="0.00"/> Lines per Inch: <input type="text" value="0.0"/> Max Lines: <input type="text" value="1"/> Max Characters/Line: <input type="text" value="1"/>			Barcode <input type="text" value="None"/> <input type="checkbox"/> Bitmap <input type="checkbox"/> Don't Print <input type="checkbox"/> Strike-Through Field Type: <input type="text" value="Check box"/>		
			Example 		

3

Approved, SCAO

STATE OF MICHIGAN JUDICIAL DISTRICT	ANSWER CIVIL	CASE NO. Court Case
1 address Court Address CO		Court telephone no. Court Telephone
Plaintiff name(s), address(es), and telephone number(s) Plaintiff Info CO	v	Defendant name(s), address(es), and telephone number(s) Defendant Info CO
Plaintiff's attorney, bar no., address, and telephone no. Plaintiff Attorney CO		Defendant's attorney, bar no., address and telephone no. Defendant Attorney CO

☐ Defendant(s),
☒ Attorney for defendant(s),
 Answers

In answer to the complaint, say(s):

(Number paragraphs in the answer to correspond to
 paragraphs in the complaint. Attach additional
 sheets if necessary.)

Signing date DC03:3
 Date

Defendant attorney's signature Defendant Attorney

Defendant's signature Defendant Name

I certify that on this date a copy of this answer was served upon the plaintiff(s) and/or their attorney by:
☒ personal service.

☒ ordinary mail addressed to the address(es) shown above.

Date Served DC03:3
 Date

Signature Process Server Name

DC 03 (8/88) ANSWER, CIVIL

MCR 2.104, 2.107

LM 00028

LexisNexis Automated Michigan Practice Forms [?] [X]

Court Information

Address []

City ST ZIP []

Telephone [()]

[Clear] [Select] [Save]

[Next] [Previous] [Finish] [Cancel]

1 : LexisNexis Automated Michigan Practice Forms

Plaintiff Information

Name

Address

City ST ZIP

Telephone

Next Previous Finish Cancel Help

Clear Save

1 : LexisNexis Automated Michigan Practice Forms

Defendant Information

Name

Address

City ST ZIP

Telephone

() -

Next

Previous

Finish

Cancel

Help

Clear

Save